English Grammar in Use

A self-study reference and practice book for intermediate students

WITH ANSWERS

Raymond Murphy

SECOND EDITION

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IF YOU ARE NOT SURE WHICH UNITS YOU NEED TO STUDY, USE THE **STUDY GUIDE** ON PAGE 301.

THANKS

I would like to thank all the students and teachers who used the material that made up the original edition of this book. In particular, I am grateful to my former colleagues at the Swan School of English, Oxford, for all their interest and encouragement. I would also like to thank Adrian du Plessis, Alison Baxter, Barbara Thomas and Michael Swan for their help with the original edition.

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TO THE STUDENT

This book is for students who want help with English grammar. It is written for you to use without a teacher.

The book will be useful for you if you are not sure of the answers to questions like these:

- What is the difference between *I did* and *I have done*?
- When do we use *will* for the future?
- What is the structure after *I wish*?
- When do we say *used to do* and when do we say *used to doing*?
- When do we use *the*?
- What is the difference between *like* and *as*?

These and many other points of English grammar are explained in the book and there are exercises on each point.

Level

The book is intended mainly for *intermediate* students (students who have already studied the basic grammar of English). It concentrates on those structures which intermediate students want to use but which often cause difficulty. Some advanced students who have problems with grammar will also find the book useful.

The book is *not* suitable for elementary learners.

How the book is organised

There are 136 units in the book. Each unit concentrates on a particular point of grammar. Some problems (for example, the present perfect or the use of *the*) are covered in more than one unit. For a list of units, see the *Contents* at the beginning of the book.

Each unit consists of two facing pages. On the left there are explanations and examples; on the right there are exercises. At the back of the book there is a *Key* for you to check your answers to the exercises (page 310).

There are also seven *Appendices* at the back of the book (pages 274–283). These include irregular verbs, summaries of verb forms, spelling and American English.

Finally, there is a detailed *Index* at the back of the book (page 344).

How to use the book

The units are *not* in order of difficulty, so it is *not* intended that you work through the book from beginning to end. Every learner has different problems and you should use this book to help you with the grammar that *you* find difficult. It is suggested that you work in this way:

- Use the *Contents* and/or *Index* to find which unit deals with the point you are interested in.
- If you are not sure which units you need to study, use the *Study guide* on page 301.
- Study the explanations and examples on the left-hand page of the unit you have chosen.
- Do the exercises on the right-hand page.
- Check your answers with the *Key*.
- If your answers are not correct, study the left-hand page again to see what went wrong.

You can of course use the book simply as a reference book without doing the exercises.

Additional exercises

At the back of the book there are *Additional exercises* (pages 284–300). These exercises bring together some of the grammar points from a number of different units. For example, Exercise 14 brings together grammar points from Units 26–40. You can use these exercises for extra practice after you have studied and practised the grammar in the units concerned.

TO THE TEACHER

English Grammar in Use was written as a self-study grammar book but teachers may also find it useful as additional course material in cases where further work on grammar is necessary.

The book will probably be most useful at middle- and upper-intermediate levels (where all or nearly all of the material will be relevant), and can serve both as a basis for revision and as a means for practising new structures. It will also be useful for some more advanced students who have problems with grammar and need a book for reference and practice. The book is not intended to be used by elementary learners.

The units are organised in grammatical categories (*Present and past*, *Articles and nouns*, *Prepositions* etc.). They are not ordered according to level of difficulty, so the book should *not* be worked through from beginning to end. It should be used selectively and flexibly in accordance with the grammar syllabus being used and the difficulties students are having.

The book can be used for immediate consolidation or for later revision or remedial work. It might be used by the whole class or by individual students needing extra help. The left-hand pages (explanations and examples) are written for the student to use individually but they may of course be used by the teacher as a source of ideas and information on which to base a lesson. The student then has the left-hand page as a record of what has been taught and can refer to it in the future. The exercises can be done individually, in class or as homework. Alternatively (and additionally), individual students can be directed to study certain units of the book by themselves if they have particular difficulties not shared by other students in their class.

This new edition of *English Grammar in Use* contains a set of *Additional exercises* (pages 284–300). These exercises provide 'mixed' practice bringing together grammar points from a number of different units.

A 'classroom edition' of *English Grammar in Use* is also available. It contains no key and some teachers might therefore prefer it for use with their students.

English Grammar in Use Second Edition

While this is a completely new edition of *English Grammar in Use,* the general structure and character of the original book remain the same. The main changes from the original are:

- There are new units on compound nouns (Unit 79), *there* and *it* (Unit 83), *each* and *every* (Unit 90) and *by* (Unit 127).
- Some units have been redesigned, for example Unit 73 (*school* or *the school*) and Unit 94 (relative clauses 4).
- Some of the material has been reorganised. For example, Units 3–4 (present continuous and present simple) and Units 68–69 (countable and uncountable nouns) correspond to single units in the original edition. The material in Units 131–135 (verb + preposition) has been completely rearranged.
- Some of the units have been reordered and nearly all units have a different number from the original edition. A few units have been moved to different parts of the book. For example, Unit 35 (*had better* and *it's time...*) is the new rewritten version of the original Unit 65.
- On the left-hand pages, many of the explanations have been rewritten and many of the examples have been changed.
- Many of the original exercises have been either modified or completely replaced with new exercises.
- There is a new section of *Additional exercises* at the back of the book (see *To the student*).
- In the edition with answers there is a new *Study guide* to help students decide which units to study (see *To the student*). The *Study guide* is only in the edition with answers.
- There are two new appendices on future forms and modal verbs. The other appendices have been revised.

English Grammar in Use

WITH ANSWERS

Present continuous (**I am doing**)

Study this example situation:

Ann is in her car. She is on her way to work.
She **is driving** to work.

This means: she is driving *now*, at the time of speaking. The action is not finished.

Am/is/are -ing is the *present continuous*:

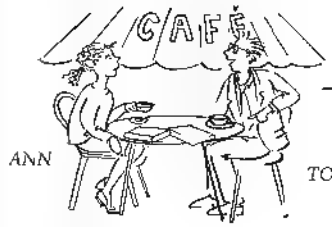
I	**am**	(= I'm)	**driving**
he/she/it	**is**	(= he's etc.)	**working**
we/you/they	**are**	(= we're etc.)	**doing** etc

I **am doing** something = I'm in the middle of doing something; I've started doing it and I haven't finished yet.
Often the action is happening at the time of speaking:

- Please don't make so much noise. I'm **working**. (*not* 'I work')
- 'Where's Margaret?' 'She's **having** a bath.' (*not* 'she has a bath')
- Let's go out now. It **isn't raining** any more. (*not* 'it doesn't rain')
- *(at a party)* Hello, Jane. **Are** you **enjoying** the party? (*not* 'do you enjoy')
- I'm tired. I'm **going** to bed now. Goodnight!

But the action is not necessarily happening at the time of speaking. For example,

Tom and Ann are talking in a café. Tom says:



I'm **reading** an interesting book at the moment. I'll lend it to you when I've finished it.

Tom is *not* reading the book at the time of speaking. He means that he has started it but not finished it yet. He is in the middle of reading it.

Some more examples:

- Catherine wants to work in Italy, so she is **learning** Italian. (but perhaps she isn't learning Italian exactly at the time of speaking)
- Some friends of mine **are building** their own house. They hope it will be finished before next summer.

We use the present continuous when we talk about things happening in a period around now (for example, **today / this week / this evening** etc.):

- 'You're **working** hard today.' 'Yes, I have a lot to do. (*not* 'you work hard today')
- 'Is Susan **working** this week?' 'No, she's on holiday.'

We use the present continuous when we talk about changes happening around now:

- The population of the world is **rising** very fast. (*not* 'rises')
- Is your English **getting** better? (*not* 'does your English get better')

Present continuous and present simple → UNITS 3–4 Present continuous for the future → UNIT 19

EXERCISES

1.1 *Complete the sentences with one of the following verbs in the correct form:*

come get happen look make start stay try ~~work~~

1 'You 're working hard today.' 'Yes, I have a lot to do.'
2 I _____ for Christine. Do you know where she is?
3 It _____ dark. Shall I turn on the light?
4 They haven't got anywhere to live at the moment. They _____ with friends until they find somewhere.
5 'Are you ready, Ann?' 'Yes, I _____ . . .'
6 Have you got an umbrella? It _____ to rain.
7 You _____ a lot of noise. Could you be quieter? I _____ to concentrate.
8 Why are all these people here? What _____ ?

1.2 *Use the words in brackets to complete the questions.*

1 ' Is Colin working this week?' 'No, he's on holiday.' (Colin/work)
2 Why _____ at me like that? What's the matter? (you/look)
3 'Jenny is a student at university.' 'Is she? What _____ ?' (she/study)
4 _____ to the radio or can I turn it off? (anybody/listen)
5 How is your English? _____ better? (it/get)

1.3 *Put the verb into the correct form. Sometimes you need the negative* (**I'm not doing** *etc.*).

1 I'm tired. I 'm going (go) to bed now. Goodnight!
2 We can go out now. It isn't raining (rain) any more.
3 'How is your new job?' 'Not so good at the moment. I _____ (enjoy) it very much.'
4 Catherine phoned me last night. She's on holiday in France. She _____ (have) a great time and doesn't want to come back.
5 I want to lose weight, so this week I _____ (eat) lunch.
6 Angela has just started evening classes. She _____ (learn) German.
7 I think Paul and Ann have had an argument. They _____ (speak) to each other.

1.4 *Read this conversation between Brian and Sarah. Put the verbs into the correct form.*

SARAH: Brian! How nice to see you! What (1) _____ (you/do) these days?
BRIAN: I (2) _____ (train) to be a supermarket manager.
SARAH: Really? What's it like? (3) _____ (you/enjoy) it?
BRIAN: It's all right. What about you?
SARAH: Well, actually I (4) _____ (not/work) at the moment.
I (5) _____ (try) to find a job but it's not easy.
But I'm very busy. I (6) _____ (decorate) my flat.
BRIAN: (7) _____ (you/do) it alone?
SARAH: No, some friends of mine (8) _____ (help) me.

1.5 *Complete the sentences using one of these verbs:* **get change rise fall increase**
You don't have to use all the verbs and you can use a verb more than once.

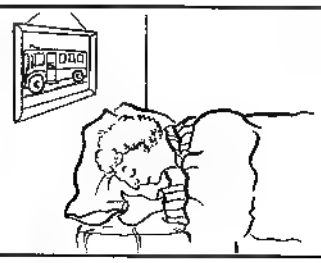
1 The population of the world is rising very fast.
2 Ken is still ill but he _____ better slowly.
3 The world _____ . Things never stay the same.
4 The cost of living _____ . Every year things are more expensive.
5 The economic situation is already very bad and it _____ worse.

UNIT 2

Present simple (**I do**)

A

Study this example situation:



Alex is a bus driver, but now he is in bed asleep. So:
He is *not* driving a bus. (He is asleep.)
but He **drives** a bus. (He is a bus driver.)

Drive(s)/work(s)/do(es) etc. is the *present simple*:

I/we/you/they	**drive/work/do** etc.
he/she/it	drives/works/does etc.

B

We use the present simple to talk about things in general. We are not thinking only about now. We use it to say that something happens all the time or repeatedly, or that something is true in general. It is not important whether the action is happening at the time of speaking:

- Nurses **look** after patients in hospitals.
- I usually **go** away at weekends.
- The earth **goes** round the sun.

Remember that we say: **he/she/it -s**. Don't forget the **s**:

- I **work**... *but* He **works**.. They **teach**... *but* My **sister** teaches...

For spelling (-s or -es), see Appendix 6.

C

We use **do/does** to make questions and negative sentences:

do	I/we/you/they	**work?**
does	he/she/it	**come?**
		do?

I/we/you/they	**don't**	**work**
he/she/it	**doesn't**	**come**
		do

- I come from Canada. Where **do** you **come** from?
- 'Would you like a cigarette?' 'No, thanks. I **don't smoke**.'
- What **does** this word **mean**? (*not* 'What means this word?')
- Rice **doesn't grow** in cold climates.

In the following examples **do** is also the main verb:

- 'What **do** you **do**?' (= What's your job?) 'I work in a shop.'
- He's so lazy. He **doesn't do** anything to help me. (*not* 'He doesn't anything')

D

We use the present simple when we say how often we do things:

- I **get** up at 8 o'clock **every morning**. (*not* 'I'm getting')
- **How often do** you **go** to the dentist? (*not* 'How often are you going?')
- Ann **doesn't drink** tea **very often**.
- In summer John **usually plays** tennis **once or twice a week**.

E

I promise / I apologise etc.

Sometimes we do things by saying something. For example, when you *promise* to do something, you can say '**I promise**...'; when you suggest something, you can say '**I suggest**...'. We use the present simple (**promise/suggest** etc.) in sentences like this:

- I **promise** I won't be late. (*not* 'I'm promising')
- 'What **do** you **suggest** I do?' 'I **suggest** that you...'

In the same way we say: **I apologise... / I advise... / I insist... / I agree... / I refuse...** etc.

Present simple and present continuous → UNITS 3–4 Present simple for the future → UNIT 19

EXERCISES

2.1 *Complete the sentences using one of the following:*

cause(s) close(s) drink(s) live(s) open(s) ~~speak(s)~~ take(s) place

1 Ann speaks German very well.
2 I never _____ coffee.
3 The swimming pool _____ at 9 o'clock and _____ at 18.30 every day.
4 Bad driving _____ many accidents.
5 My parents _____ in a very small flat.
6 The Olympic Games _____ every four years.

2.2 *Put the verb into the correct form.*

1 Jane doesn't drink (not/drink) tea very often.
2 What time _____ (the banks / close) in Britain?
3 'Where _____ (Martin/come) from?' 'He's Scottish.'
4 'What _____ (you/do)?' 'I'm an electrical engineer.'
5 It _____ (take) me an hour to get to work. How long _____ (it/take) you?
6 I _____ (play) the piano but I _____ (not/play) very well.
7 I don't understand this sentence. What _____ (this word/mean)?

2.3 *Use one of the following verbs to complete these sentences. Sometimes you need the negative:*

believe eat flow ~~go~~ ~~grow~~ make rise tell translate

1 The earth goes round the sun.
2 Rice doesn't grow in Britain.
3 The sun _____ in the east.
4 Bees _____ honey.
5 Vegetarians _____ meat.
6 An atheist _____ in God.
7 An interpreter _____ from one language into another.
8 A liar is someone who _____ the truth.
9 The River Amazon _____ into the Atlantic Ocean.

2.4 *Ask Liz questions about herself and her family.*

1 You know that Liz plays tennis. You want to know how often. Ask her.
How often do you play tennis?
2 Perhaps Liz's sister plays tennis too. You want to know. Ask Liz.
_____ your sister _____
3 You know that Liz reads a newspaper every day. You want to know which one. Ask her.
_____
4 You know that Liz's brother works. You want to know what he does. Ask Liz.
_____
5 You know that Liz goes to the cinema a lot. You want to know how often. Ask her.
_____
6 You don't know where Liz's mother lives. Ask Liz.
_____

2.5 *Complete using one of the following:*

I apologise I insist I promise I recommend ~~I suggest~~

1 It's a nice day. I suggest _____ we go out for a walk.
2 I won't tell anybody what you said. _____.
3 *(in a restaurant)* You must let me pay for the meal. _____.
4 _____ for what I said about you. It wasn't true and I shouldn't have said it.
5 The new restaurant in Hill Street is very good. _____ it.

UNIT 3

Present continuous and present simple (1) (**I am doing** and **I do**)

Study the explanations and compare the examples:

Present continuous (I am doing)
Use the continuous for something that is happening at or around the time of speaking. The action is not finished.

I am doing
past now future

- The water **is boiling**. Can you turn it off?
- Listen to those people. What language **are** they **speaking**?
- Let's go out. It **isn't raining** now.
- 'Don't disturb me. I'm busy.' 'Why? What **are** you **doing**?'
- I'm **going** to bed now. Goodnight!
- Maria is in Britain at the moment. She's **learning** English.

Use the continuous for a *temporary* situation:

- I'm **living** with some friends until I find a flat.
- 'You're **working** hard today.' 'Yes, I've got a lot to do.'

See Unit 1 for more information.

Present simple (I do)
Use the simple for things in general or things that happen repeatedly.

◄ I do ►
past now future

- Water **boils** at 100 degrees celsius.
- Excuse me, **do** you **speak** English?

- It **doesn't rain** very much in summer.
- What **do** you usually **do** at weekends?
- What **do** you **do**? (= What's your job?)
- I always **go** to bed before midnight.
- Most people **learn** to swim when they are children.

Use the simple for a *permanent* situation:

- My parents **live** in London. They have lived there all their lives.
- John isn't lazy. He **works** very hard most of the time.

See Unit 2 for more information.

I always do and **I'm always doing**

Usually we say '**I always do** something' (= I do it every time):

- I **always go** to work by car. (*not* 'I'm always going')

You can also say '**I'm always doing** something', but this has a different meaning. For example:

'**I'm always losing** things' does *not* mean that I lose things every time. It means that I lose things *too often, more often than normal.*

'**You're always -ing**' means that you do something very often, more often than the speaker thinks is normal or reasonable.

- You're always **watching** television. You should do something more active.
- John is never satisfied. He's always **complaining**.

Present continuous and simple (2) → UNIT 4 Present tenses for the future → UNIT 19

EXERCISES

3.1 *Are the underlined verbs right or wrong? Correct the verbs that are wrong.*

1 Water boils at 100 degrees celsius. RIGHT
2 The water boils. Can you turn it off? WRONG: is boiling
3 Look! That man tries to open the door of your car.
4 Can you hear those people? What do they talk about?
5 The moon goes round the earth.
6 I must go now. It gets late.
7 I usually go to work by car.
8 'Hurry up! It's time to leave.' 'OK, I come.'
9 I hear you've got a new job. How do you get on?

3.2 *Put the verb in the correct form, present continuous or present simple*

1 Let's go out. It isn't raining (not/rain) now.
2 Julia is very good at languages. She speaks (speak) four languages very well.
3 Hurry up! Everybody _____ (wait) for you.
4 '_____ (you/listen) to the radio?' 'No, you can turn it off.'
5 '_____ (you/listen) to the radio every day?' 'No, just occasionally.'
6 The River Nile _____ (flow) into the Mediterranean.
7 Look at the river. It _____ (flow) very fast today – much faster than usual.
8 We usually _____ (grow) vegetables in our garden but this year we _____ (not/grow) any.
9 'How is your English?' 'Not bad. It _____ (improve) slowly.'
10 Ron is in London at the moment. He _____ (stay) at the Park Hotel. He _____ (always/stay) there when he's in London.
11 Can we stop walking soon? I _____ (start) to feel tired.
12 'Can you drive?' 'I _____ (learn). My father _____ (teach) me.'
13 Normally I _____ (finish) work at 5.00, but this week I _____ (work) until 6.00 to earn a bit more money.
14 My parents _____ (live) in Bristol. They were born there and have never lived anywhere else. Where _____ (your parents/live)?
15 Sonia _____ (look) for a place to live. She _____ (stay) with her sister until she finds somewhere.
16 'What _____ (your father/do)?' 'He's an architect but he _____ (not/work) at the moment.'
17 *(at a party)* Usually I _____ (enjoy) parties but I _____ (not/enjoy) this one very much.
18 The train is never late. It _____ (always/leave) on time.
19 Jim is very untidy. He _____ (always/leave) his things all over the place.

3.3 *Finish B's sentences. Use* **always -ing** *(see Section B).*

1 A: I'm afraid I've lost my key again.
B: Not again! You're always losing your key.
2 A: The car has broken down again
B: That car is useless! It _____
3 A: Look! You've made the same mistake again.
B: Oh no, not again! I _____
4 A: Oh, I've left the lights on again.
B: Typical! You _____

UNIT 4

Present continuous and present simple (2) (**I am doing** and **I do**)

A

We use continuous tenses only for actions and happenings (they **are eating** / **it is raining** etc.). Some verbs (for example, **know** and **like**) are *not* action verbs. You cannot say 'I am knowing' or 'they are liking'; you can only say '**I know**', '**they like**'.

The following verbs are not normally used in continuous tenses.

like	**love**	**hate**	**want**	**need**	**prefer**	
know	**realise**	**suppose**	**mean**	**understand**	**believe**	**remember**
belong	**contain**	**consist**	**depend**	**seem**		

- I'm hungry. I **want** something to eat. (*not* 'I'm wanting')
- **Do** you **understand** what I **mean**?
- Ann **doesn't seem** very happy at the moment.

When **think** means 'believe', do *not* use the continuous:

- What **do** you **think** (= believe) will happen? (*not* 'what are you thinking')

but

- You look serious. What **are** you **thinking** about? (= What is going on in your mind?)
- **I'm thinking** of giving up my job. (= I am considering)

When **have** means 'possess' etc., do *not* use the continuous (see Unit 17).

- We're enjoying our holiday. We **have** a nice room in the hotel. (*not* 'we're having')

but

- We're enjoying our holiday. We're **having** a great time.

B

See **hear** **smell** **taste**

We normally use the present simple (*not* continuous) with these verbs:

- **Do** you **see** that man over there? (*not* 'are you seeing')
- This room **smells**. Let's open a window.

We often use **can** + **see/hear/smell/taste**:

- Listen! **Can** you **hear** something?

But you can use the continuous with **see** (**I'm seeing**) when the meaning is 'having a meeting with' (especially in the future — see Unit 19A):

- **I'm seeing** the manager tomorrow morning.

C

He is selfish and **He is being selfish**

The present continuous of **be** is **I am being** / **he is being** / **you are being** etc.

I'm being = 'I'm behaving / I'm acting'. Compare:

- I can't understand why he's **being** so selfish. He isn't usually like that. (**being** selfish = behaving selfishly at the moment)

but

- He never thinks about other people. He **is** very selfish. (*not* 'he is being') (= he is selfish generally, not only at the moment)

We use **am/is/are being** to say how somebody is behaving. It is not usually possible in other sentences:

- It's hot today. (*not* 'it is being hot')
- Sarah is very tired. (*not* 'is being tired')

D

Look and **feel**

You can use the present simple or continuous when you say how somebody looks or feels now:

- You **look** well today. *or* You're **looking** well today.
- How **do** you **feel** now? *or* How **are** you **feeling** now?

but

- I usually **feel** tired in the morning. (*not* 'I'm usually feeling')

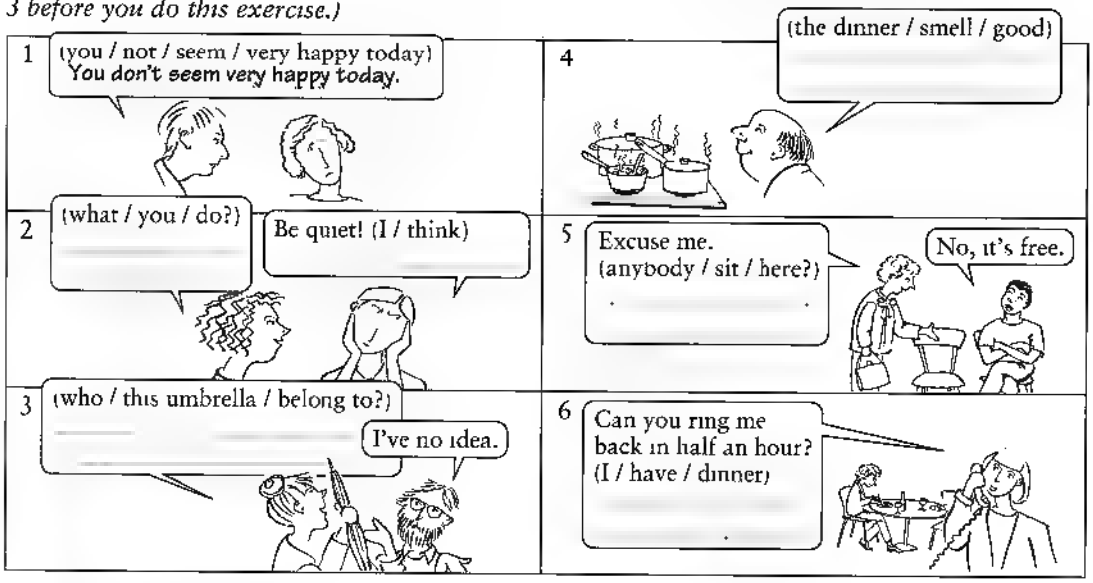
Present continuous and simple (1) → UNIT 3 **Have** → UNIT 17 Present tenses for the future → UNIT 19

EXERCISES

4.1 *Are the underlined verbs right or wrong? Correct the ones that are wrong.*

1 I'm seeing the manager tomorrow morning. RIGHT
2 I'm feeling hungry. Is there anything to eat?
3 Are you believing in God?
4 This sauce is great. It's tasting really good.
5 I'm thinking this is your key. Am I right?

4.2 *Look at the pictures. Use the words in brackets to make sentences. (You should also study Unit 3 before you do this exercise.)*



4.3 *Put the verb into the correct form, present continuous or present simple.*

1 Are you hungry? Do you want something to eat? (you/want)
2 Jill is interested in politics but she _____ to a political party. (not/belong)
3 Don't put the dictionary away. I _____ it. (use)
4 Don't put the dictionary away. I _____ it. (need)
5 Who is that man? What _____? (he/want)
6 Who is that man? Why _____ at us? (he/look)
7 George says he's 80 years old but nobody _____ him. (believe)
8 She told me her name but I _____ it now. (not/remember)
9 I _____ of selling my car. (think) Would you be interested in buying it?
10 I _____ you should sell your car. (think) You _____ it very often. (not/use)
11 I used to drink a lot of coffee but these days I _____ tea. (prefer)
12 Air _____ mainly of nitrogen and oxygen. (consist)

4.4 *Complete the sentences using the most suitable form of* **be**. *Sometimes you must use the simple* (am/is/are) *and sometimes the continuous is more suitable* (am/is/are being).

1 I can't understand why he's being so selfish. He isn't usually like that.
2 Jack _____ very nice to me at the moment. I wonder why.
3 You'll like Jill when you meet her. She _____ very nice.
4 Normally you are very sensible, so why _____ so silly about this matter?
5 Why isn't Sarah at work today? _____ ill?

UNIT 5

Past simple (I did)

Study this example:

Wolfgang Amadeus Mozart was an Austrian musician and composer. He **lived** from 1756 to 1791. He **started** composing at the age of five and **wrote** more than 600 pieces of music. He was only 35 years old when he **died**.

Lived/started/wrote/was/died are all *past simple*.

Very often the past simple ends in **-ed** (*regular* verbs):

- I work in a travel agency now. Before that I **worked** in a shop.
- We **invited** them to our party but they **decided** not to come.
- The police **stopped** me on my way home last night.
- She **passed** her examination because she **studied** very hard.

For spelling (stopped, studied etc.), see Appendix 6.

But many verbs are *irregular*. The past simple does *not* end in **-ed**. For example:

write	→	**wrote**
see	→	**saw**
go	→	**went**
shut	→	**shut**

- Mozart **wrote** more than 600 pieces of music.
- We **saw** Rose in town a few days ago.
- I **went** to the cinema three times last week.
- It was cold, so I **shut** the window.

For a list of irregular verbs, see Appendix 1.

In questions and negatives we use **did/didn't** + *infinitive* (**enjoy/see/go** etc.):

I	enjoyed
she	**saw**
they	**went**

	you	**enjoy?**
did	she	see?
	they	**go?**

I		**enjoy**
she	**didn't**	see
they		go

- A: **Did** you **go** out last night?
  B: Yes, I **went** to the cinema but I **didn't enjoy** the film much.
- 'When **did** Mr Thomas **die**?' 'About ten years ago.'
- They **didn't invite** her to the party, so she **didn't go**.
- '**Did** you **have** time to write the letter?' 'No, I **didn't**.'

Be careful when **do** is the main verb in the sentence:

- What **did** you **do** at the weekend? (*not* 'what did you at the weekend')
- I **didn't do** anything. (*not* 'I didn't anything')

The past of **be** (**am/is/are**) is **was/were**:

I/he/she/it	**was/wasn't**
we/you/they	**were/weren't**

was	I/he/she/it?
were	we/you/they?

Note that we do *not* use **did** in negatives and questions with **was/were**:

- I **was** angry because they **were** late.
- **Was** the weather good when you **were** on holiday?
- They **weren't** able to come because they **were** so busy.
- **Did** you **go** out last night or **were** you too tired?

EXERCISES

5.1 *Read what Sharon says about a typical working day:*

SHARON

I usually get up at 7 o'clock and have a big breakfast. I walk to work, which takes me about half an hour. I start work at 8.45. I never have lunch. I finish work at 5 o'clock. I'm always tired when I get home. I usually cook a meal in the evening. I don't usually go out. I go to bed at about 11 o'clock. I always sleep well.

Yesterday was a typical working day for Sharon. Write what she did or didn't do yesterday.

1 She got up at 7 o'clock.
2 She _____ a big breakfast.
3 She _____.
4 It _____ to get to work.
5 _____ at 8.45.
6 _____ lunch.
7 _____ at 5 o'clock.
8 _____ tired when _____ home.
9 _____ a meal yesterday evening.
10 _____ out yesterday evening.
11 _____ at 11 o'clock.
12 _____ well last night.

5.2 *Put one of these verbs in each sentence:*

buy catch cost drink fall hurt sell spend teach throw win ~~write~~

1 Mozart wrote more than 600 pieces of music.
2 'How did you learn to drive?' 'My father _____ me.'
3 We couldn't afford to keep our car, so we _____ it.
4 I was very thirsty. I _____ the water very quickly.
5 Paul and I played tennis yesterday. He's much better than me, so he _____ easily.
6 Don _____ down the stairs this morning and _____ his leg.
7 Jim _____ the ball to Sue, who _____ it.
8 Ann _____ a lot of money yesterday. She _____ a dress which _____ £100.

5.3 *A friend has just come back from holiday. You ask him about it. Write your questions.*

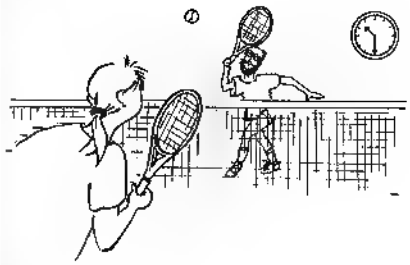
1 (where/go?) Where did you go?
2 (go alone?) _____.
3 (food/good?) _____
4 (how long / stay there?) _____
5 (stay at a hotel?) _____
6 (how/travel?) _____
7 (the weather / fine?) _____
8 (what / do in the evenings?) _____
9 (meet anybody interesting?) _____

5.4 *Complete the sentences. Put the verb into the correct form, positive or negative.*

1 It was warm, so I took off my coat. (take)
2 The film wasn't very good. I didn't enjoy it very much. (enjoy)
3 I knew Sarah was very busy, so I _____ her. (disturb)
4 I was very tired, so I _____ to bed early. (go)
5 The bed was very uncomfortable. I _____ very well. (sleep)
6 Sue wasn't hungry, so she _____ anything. (eat)
7 We went to Kate's house but she _____ at home. (be)
8 It was a funny situation but nobody _____. (laugh)
9 The window was open and a bird _____ into the room. (fly)
10 The hotel wasn't very expensive. It _____ very much. (cost)
11 I was in a hurry, so I _____ time to phone you. (have)
12 It was hard work carrying the bags. They _____ very heavy. (be)

6 Past continuous (**I was doing**)

Study this example situation:



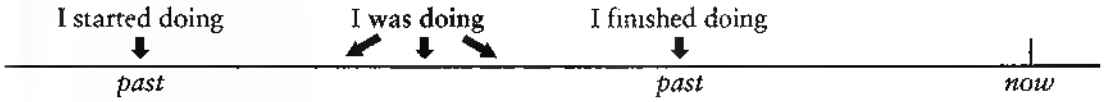
Yesterday Karen and Jim played tennis. They began at 10 o'clock and finished at 11.30.
So, at 10.30 they **were playing** tennis.

They **were playing** = 'they were in the middle of playing'. They had not finished playing.

Was/were -ing is the *past continuous:*

I/he/she/it	was	playing
we/you/they	were	doing
		working etc.

We use the past continuous to say that somebody was in the middle of doing something at a certain time. The action or situation had already started before this time but had not finished:



- This time last year I **was living** in Brazil.
- What **were** you **doing** at 10 o'clock last night?
- I waved to her but she **wasn't looking**.

Compare the past continuous (**I was doing**) and past simple (**I did**):

Past continuous (in the middle of an action)	*Past simple* (complete action)
• **I was walking** home when I met Dave. (= in the middle of walking home)	• I **walked** home after the party last night. (= all the way, completely)
• Ann **was watching** television when the phone rang.	• Ann **watched** television a lot when she was ill last year.

We often use the past simple and the past continuous together to say that something **happened** in the middle of something else:

- Tom **burnt** his hand when he **was cooking** the dinner.
- I **saw** you in the park yesterday. You **were sitting** on the grass and **reading** a book.
- While I **was working** in the garden, I **hurt** my back.

But we use the past *simple* to say that one thing happened *after* another:

- I **was walking** along the road when I **saw** Dave. So I **stopped** and we **had** a chat.

Compare:

• When Karen arrived, we **were having** dinner. (= We had already started dinner before Karen arrived.)	• When Karen arrived, we **had** dinner. (= First Karen arrived and then we had dinner.)

There are some verbs (for example, **know/want/believe**) that are not normally used in the continuous (see Unit 4A):

- We were good friends. We **knew** each other well. (*not* 'we were knowing')
- I was enjoying the party but Chris **wanted** to go home. (*not* 'was wanting')

EXERCISES

6.1 *What were you doing at the following times? Write one sentence as in the examples. The past continuous is not always necessary (see the second example).*

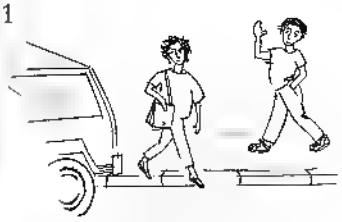
1 (at 8 o'clock yesterday evening) I was having dinner with some friends.
2 (at 5 o'clock last Saturday) I was on a train on my way to London.
3 (at 10.15 yesterday morning) _____
4 (at 4.30 this morning) _____
5 (at 7.45 yesterday evening) _____
6 (half an hour ago) _____

6.2 *Use your own ideas to complete these sentences. Use the past continuous.*

1 Tom burnt his hand when he was cooking the dinner.
2 The doorbell rang while I _____
3 We saw an accident while we _____
4 Mary fell asleep while she _____
5 The television was on but nobody _____

6.3 *Put the verbs into the correct form, past continuous or past simple.*

1

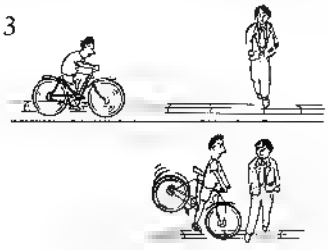


I saw (see) Sue in town yesterday but she _____ (not/see) me. She _____ (look) the other way.

2

I _____ (meet) Tom and Ann at the airport a few weeks ago. They _____ (go) to Berlin and I _____ (go) to Madrid. We _____ (have) a chat while we _____ (wait) for our flights.

3



I _____ (cycle) home yesterday when suddenly a man _____ (step) out into the road in front of me. I _____ (go) quite fast but luckily I _____ (manage) to stop in time and _____ (not/hit) him.

6.4 *Put the verbs into the correct form, past continuous or past simple.*

1 Jane was waiting (wait) for me when I arrived (arrive).
2 'What _____ (you/do) this time yesterday?' 'I was asleep.'
3 '_____ (you/go) out last night?' 'No, I was too tired.'
4 'Was Carol at the party last night?' 'Yes, she _____ (wear) a really nice dress.'
5 How fast _____ (you/drive) when the accident _____ (happen)?
6 John _____ (take) a photograph of me while I _____ (not/look).
7 We were in a very difficult position. We _____ (not/know) what to do.
8 I haven't seen Alan for ages. When I last _____ (see) him, he _____ (try) to find a job in London.
9 I _____ (walk) along the street when suddenly I _____ (hear) footsteps behind me. Somebody _____ (follow) me. I was frightened and I _____ (start) to run.
10 When I was young, I _____ (want) to be a bus driver.

UNIT 7

Present perfect (1) (**I have done**)

A

Study this example situation:

Tom is looking for his key. He can't find it.
He **has lost** his key.
'He **has lost** his key' = He lost it and he still hasn't got it.

Have/has **lost** is the *present perfect simple*:

I/we/they/you	**have**	(= I've etc.)	**finished**
he/she/it	**has**	(= he's etc.)	**lost**
			done
			been etc.

The present perfect simple is **have/has** + *past participle*. The past participle often ends in **-ed** (**finished/decided** etc.), but many important verbs are *irregular* (**lost/done/been/written** etc.). For a list of irregular verbs, see Appendix 1.

B

When we use the present perfect there is always a connection with *now*. The action in the past has a result *now*:

- 'Where's your key?' 'I don't know. I've **lost** it.' (I haven't got it *now*)
- He told me his name but I've **forgotten** it. (I can't remember it *now*)
- 'Is Sally here?' 'No, she's **gone** out.' (she is out *now*)
- I can't find my bag. Have you **seen** it? (do you know where it is *now*?)

We often use the present perfect to give new information or to announce a recent happening:

- Ow! I've **cut** my finger.
- The road is closed. There's **been** (= there **has** been) an accident.
- *(from the news)* The police **have arrested** two men in connection with the robbery.

C

You can use the present perfect with **just, already** and **yet**:

Just = 'a short time ago':

- 'Would you like something to eat?' 'No, thanks. I've **just had** lunch.'
- Hello. **Have** you **just arrived**?

We use **already** to say that something happened sooner than expected (see also Unit 110D):

- 'Don't forget to post the letter, will you?' 'I've **already posted** it.'
- 'What time is Mark leaving?' 'He's **already gone**.'

Yet = 'until now' and shows that the speaker is expecting something to happen. Use **yet** only in questions and negative sentences (see also Unit 110C):

- **Has** it **stopped** raining **yet**?
- I've written the letter but **I haven't posted** it **yet**.

D

Note the difference between **gone (to)** and **been (to)**:

- Jim is away on holiday. He **has gone to** Spain. (= he is there *now* or on his way there)
- Jane is back home from holiday now. She **has been to** Italy. (= she has now come back from Italy)

For **been (to)** see also Units 8 and 125B.

Present perfect → UNITS 8,11 Present perfect continuous → UNITS 9–10 Present perfect and past → UNITS 12–14
American English → APPENDIX 7

EXERCISES

7.1 *You are writing a letter to a friend. In the letter you give news about yourself and other people. Use the words given to make sentences. Use the present perfect.*

Dear Chris,
Lots of things have happened since I last wrote to you.

1 I / buy / a new car I've bought a new car.
2 my father / start / a new job. . . .
3 I / give up / smoking
4 Charles and Sarah / go / to Brazil
5 Suzanne / have / a baby

7.2 *Read the situations and write sentences. Choose one of the following:*

arrive **break** **go up** **grow** **improve** ~~**lose**~~

1 Mike is looking for his key. He can't find it. He has lost his key.
2 Margaret can't walk and her leg is in plaster. She
3 Maria's English wasn't very good. Now it is much better.
4 Tim didn't have a beard last month. Now he has a beard. .
5 This morning I was expecting a letter. Now I have it.
6 Last week the bus fare was 80 pence. Now it is 90. . .

7.3 *Complete B's sentences. Use the verb in brackets* + **just/already/yet** *(as shown).*

A		B	
1	Would you like something to eat?	No, thanks. I've just had	lunch. (just/have)
2	Do you know where Julia is?	Yes, I	her. (just/see)
3	What time is David leaving?	He . .	. (already/leave)
4	What's in the newspaper today?	I don't know. I . . (not/read/yet)	
5	Is Ann coming to the cinema with us?	No, she	the film. (already/see)
6	Are your friends here yet?	Yes, they .	. (just/arrive)
7	What does Tim think about your plan?	I	. (not/tell/yet)

7.4 *Read the situations and write sentences with* **just**, **already** *or* **yet**.

1 After lunch you go to see a friend at her house. She says 'Would you like something to eat?' You say: No, thank you. I've just had lunch. (have lunch)
2 Joe goes out. Five minutes later, the phone rings and the caller says 'Can I speak to Joe?' You say: I'm afraid . . . . (go out)
3 You are eating in a restaurant. The waiter thinks you have finished and starts to take your plate away. You say: Wait a minute! . . . . (not/finish)
4 You are going to a restaurant this evening. You phone to reserve a table. Later your friend says 'Shall I phone to reserve a table?' You say: No, it. (do)
5 You know that a friend of yours is looking for a job. Perhaps she has been successful. Ask her. You say: . . ? (find)
6 Ann went to the bank, but a few minutes ago she returned. Somebody asks 'Is Ann still at the bank?' You say: No, . (come back)

7.5 *Put in* **been** *or* **gone**.

1 Jim is on holiday. He's gone to Italy.
2 Hello! I've just to the shops. I've bought lots of things.
3 Alice isn't here at the moment. She's to the shop to get a newspaper.
4 Tom has . . out. He'll be back in about an hour.
5 'Are you going to the bank?' 'No, I've already . to the bank.'

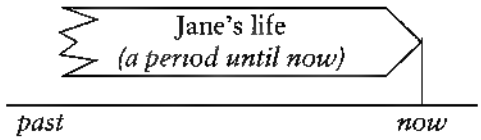
UNIT 8

Present perfect (2) (**I have done**)

A

Study this example conversation:

DAVE: **Have** you **travelled** a lot, Jane?
JANE: Yes, **I've been** to lots of places.
DAVE: Really? **Have** you ever **been** to China?
JANE: Yes, **I've been** to China twice.
DAVE: What about India?
JANE: No, **I haven't been** to India.

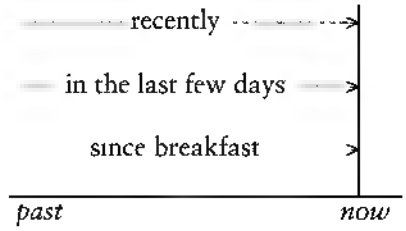


When we talk about a period of time that continues from the past until now, we use the *present perfect* (**have been / have travelled** etc.). Here, Dave and Jane are talking about the places Jane has visited in her life (which is a period that continues until now).

- **Have** you ever **eaten** caviar? (in your life)
- We've never had a car.
- 'Have you read *Hamlet*?' 'No, I **haven't read** any of Shakespeare's plays.'
- Susan really loves that film. She's **seen** it eight times!
- What a boring film! It's the most boring film **I've ever seen.**

In the following examples too the speakers are talking about a period that continues until now (**recently / in the last few days / so far / since breakfast** etc.):

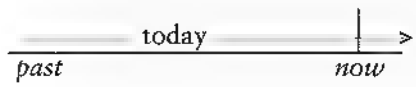
- **Have** you **heard** from George **recently?**
- **I've met** a lot of people **in the last few days.**
- Everything is going well. We **haven't had** any problems **so far.**
- I'm hungry. I **haven't eaten** anything **since breakfast.** (= from breakfast until now)
- It's nice to see you again. We **haven't seen** each other **for a long time.**



B

We use the present perfect with **today / this morning / this evening** etc. when these periods are *not finished* at the time of speaking (see also Unit 14B):

- **I've drunk** four cups of coffee **today.** (perhaps **I'll** drink more before today is finished)
- **Have** you **had** a holiday **this year** (yet)?
- **I haven't seen** Tom **this morning. Have** you?
- Ron **hasn't worked** very hard **this term.**



C

Note that we say 'It's the first time something **has happened**' (*present perfect*). For example:

Don is having a driving lesson. He is very nervous and unsure because it is his first lesson.

- It's **the first time** he **has driven** a car. (*not* 'drives')

or He **has never driven** a car **before.**

- Linda has lost her passport again. It's the second time this **has happened.** (*not* 'happens')
- This is a lovely meal. It's the first good meal **I've had** for ages. (*not* 'I have')
- Bill is phoning his girlfriend again. That's the third time **he's phoned** her **this evening.**

Present perfect → UNIT 7 Present perfect + **for/since** → UNITS 11–12 Present perfect and past → UNITS 12–14
American English → APPENDIX 7

EXERCISES

8.1 *You are asking somebody questions about things he or she has done. Make questions from the words in brackets.*

1 (ever / ride / horse?) Have you ever ridden a horse?
2 (ever / be / California?) _____
3 (ever / run / marathon?) _____
4 (ever / speak / famous person?) _____
5 (always / live / in this town?) _____
6 (most beautiful place / ever / visit?) What _____

8.2 *Complete B's answers. Some sentences are positive and some negative. Use a verb from this list:*
be be eat happen have ~~meet~~ play read see see try

A

1	What's George's sister like?	I've no idea. I've never met her.
2	How is Amy these days?	I don't know. I _____ her recently.
3	Are you hungry?	Yes. I _____ much today.
4	Can you play chess?	Yes, but _____ for ages.
5	Did you enjoy your holiday?	Yes, it's the best holiday _____ for a long time.
6	What's that book like?	I don't know. _____ it.
7	Is Brussels an interesting place?	I've no idea. _____ there.
8	Mike was late for work again today.	Again? He _____ every day this week.
9	Do you like caviar?	I don't know. _____ it.
10	The car broke down again yesterday.	Not again! That's the second time _____ this week.
11	Who's that woman by the door?	I don't know. _____ before.

B

8.3 *Complete these sentences using* **today / this year / this term** *etc.*

1 I saw Tom yesterday but I haven't seen him today.
2 I read a newspaper yesterday but I _____ today.
3 Last year the company made a profit but this year _____.
4 Tracy worked hard at school last term but _____.
5 It snowed a lot last winter but _____.
6 Our football team won a lot of games last season but we _____.

8.4 *Read the situations and write sentences as shown in the examples.*

1 Jack is driving a car but he's very nervous and not sure what to do.
You ask: Have you driven a car before?
He says: No, this is the first time I've driven a car.
2 Len is playing tennis. He's not very good and he doesn't know the rules.
You ask: Have _____
He says: No, this is the first _____
3 Sue is riding a horse. She doesn't look very confident or comfortable.
You ask: _____
She says: _____
4 Maria is in London. She has just arrived and it's very new for her.
You ask: _____
She says: _____

UNIT 9

Present perfect continuous (**I have been doing**)

It has been raining. Study this example situation:

Is it raining?
No, but the ground is wet.

It has been raining.

Have/has been -ing is the *present perfect continuous*:

I/we/they/you	**have**	(= I've etc.)	**been**	doing waiting playing etc.
he/she/it	**has**	(= he's etc.)		

We use the present perfect continuous for an activity that has recently stopped or just stopped. There is a connection with *now*:

- You're out of breath. **Have you been running?** (you're out of breath *now*)
- Paul is very tired. He's **been working** very hard. (he's tired *now*)
- Why are your clothes so dirty? What **have you been doing?**
- **I've been talking** to Carol about the problem and she thinks that...

It has been raining for two hours. Study this example situation:

It is raining now. It began raining two hours ago and it is still raining.

How long **has it been raining?**
It has been raining for two hours.

We often use the present perfect continuous in this way, especially with **how long, for...** and **since...** . The activity is still happening (as in this example) or has just stopped.

- **How long have you been learning** English? (you're still learning English)
- Tim is still watching television. He's **been watching** television **all day.**
- Where have you been? **I've been looking** for you **for the last half hour.**
- George **hasn't been feeling** well **recently.**

You can use the present perfect continuous for actions repeated over a period of time:

- Debbie is a very good tennis player. She's **been playing since she was eight.**
- Every morning they meet in the same café. They've **been going** there **for years.**

Compare **I am doing** (see Unit 1) and **I have been doing:**

I am doing
present continuous

now

- Don't disturb me now. **I'm working.**
- We need an umbrella. **It's raining.**
- Hurry up! **We're waiting.**

I have been doing
present perfect continuous

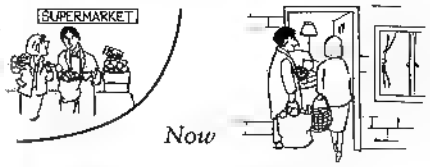
now

- **I've been working** hard, so now I'm going to have a rest.
- The ground is wet. **It's been raining.**
- **We've been waiting** for an hour.

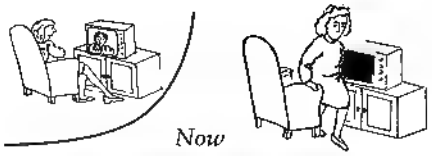
Present perfect simple and continuous → UNITS 10–11 Present perfect + for since → UNITS 11–12

EXERCISES

9.1 *What have these people been doing or what has been happening?*

1 

They have been shopping.

2 

She _____

3

They _____

4

He _____

9.2 *Write a question for each situation.*

1 John looks sunburnt. You ask: (you / sit in the sun?) Have you been sitting in the sun?
2 You have just arrived to meet a friend who is waiting for you. You ask: (you / wait / long?)
_____
3 You meet a friend in the street. His face and hands are very dirty. You ask: (what / you / do?)
_____
4 A friend of yours is now living in Baker Street. You want to know 'How long...?' You ask: (how long / you / live / in Baker Street?)
_____
5 A friend tells you about his job – he sells computers. You want to know 'How long...?' You ask: (how long / you / sell / computers?)

9.3 *Read the situations and complete the sentences.*

1 The rain started two hours ago. It's still raining now. It has been raining for two hours.
2 We started waiting for the bus 20 minutes ago. We're still waiting now.
We _____ for 20 minutes.
3 I started Spanish classes in December. I'm still learning Spanish now.
I _____ since December.
4 Ann began looking for a job six months ago. She's still looking now.
_____ for six months.
5 Mary started working in London on 18 January. She's still working there now.
_____ since 18 January.
6 Years ago you started writing to a penfriend. You still write to each other regularly now.
We _____ for years.

9.4 *Put the verb into the present continuous* (**I am -ing** *etc.*) *or present perfect continuous* (**I have been -ing** *etc.*).

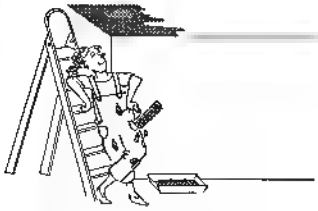
1 Maria has been learning (learn) English for two years.
2 Hello, Tom. I _____ (look) for you all morning. Where have you been?
3 Why _____ (you/look) at me like that? Stop it!
4 We always go to Ireland for our holidays. We _____ (go) there for years.
5 I _____ (think) about what you said and I've decided to take your advice.
6 'Is Ann on holiday this week?' 'No, she _____ (work).'
7 Sarah is very tired. She _____ (work) very hard recently.

UNIT 10

Present perfect continuous and simple (**I have been doing** and **I have done**)

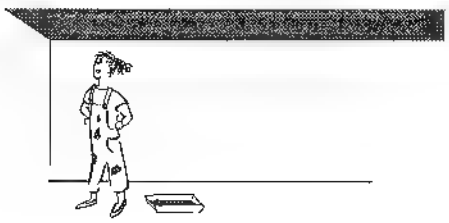
A

Study these example situations:



Ann's clothes are covered in paint.
She **has been painting** the ceiling.

Has been painting is the *present perfect continuous*.
We are interested in the activity. It does not matter whether something has been finished or not. In this example, the activity (painting the ceiling) has not been finished.



The ceiling was white. Now it is blue.
She **has painted** the ceiling.

Has painted is the *present perfect simple*.

Here, the important thing is that something has been finished. 'Has painted' is a *completed* action. We are interested in the *result* of the activity (the painted ceiling), not in the activity itself.

Compare these examples:

- My hands are very dirty. I've **been repairing** the car.
- She's **been smoking** too much recently. She should smoke less.
- It's nice to see you again. What **have** you **been doing** since we last met?
- Where have you been? **Have** you **been playing** tennis?

- The car is OK again now. I've **repaired** it.
- Somebody **has smoked** all my cigarettes. The packet is empty.
- Where's the book I gave you? What **have** you **done** with it?
- **Have** you ever **played** tennis?

B

We use the continuous to ask or say *how long* (for an activity that is still happening):

- How long **have** you **been reading** that book?
- Mary is still writing letters. She's **been writing** letters **all day**.
- They've **been playing** tennis **since** 2 o'clock.

We use the simple to ask or say *how much*, *how many* or *how many times* (completed actions):

- How many pages of that book **have** you **read**?
- Mary **has written** ten letters today.
- They've **played** tennis three times this week.

C

There are some verbs (for example, **know/like/believe**) that are normally not used in the continuous:

- I've **known** about it for a long time. (*not* 'I've been knowing')

For a list of these verbs, see Unit 4A.

Present perfect simple → UNITS 7–8 Present perfect continuous → UNIT 9
Present perfect + **how long/for since** → UNITS 11–12

EXERCISES

10.1 *Read the situations and write two sentences using the words in brackets.*

1 Tom started reading a book two hours ago. He is still reading it and now he is on page 53.
(read / for two hours) He has been reading for two hours.
(read / 53 pages so far) He has read 53 pages so far.

2 Linda is from Australia. She is travelling round Europe at the moment. She began her tour three months ago.
(travel / for three months) She _____
(visit / six countries so far) _____

3 Jimmy is a tennis player. He began playing tennis when he was ten years old. This year he is national champion again – for the fourth time.
(win / the national championship four times) _____
(play / tennis since he was ten) _____

4 When they left college, Mary and Sue started making films together. They still make films.
(make / ten films since they left college) They _____
(make / films since they left college) _____

10.2 *For each situation, ask a question using the words in brackets.*

1 You have a friend who is learning Arabic. You ask:
(how long / learn / Arabic?) How long have you been learning Arabic?

2 You have just arrived to meet a friend. She is waiting for you. You ask:
(how long / wait?) _____

3 You see somebody fishing by the river. You ask:
(how many fish / catch?) _____

4 Some friends of yours are having a party next week. You ask:
(how many people / invite?) _____

5 A friend of yours is a teacher. You ask:
(how long / teach?) _____

6 You meet somebody who is a writer. You ask:
(how many books / write?) _____
(how long / write / books?) _____

7 A friend of yours is saving money to go on holiday. You ask:
(how long / save?) _____
(how much money / save?) _____

10.3 *Put the verb into the more suitable form, present perfect simple* (**I have done** *etc.*) *or continuous* (**I have been doing** *etc.*).

1 Where have you been? Have you been playing (you/play) tennis?
2 Look! Somebody _____ (break) that window.
3 You look tired. _____ (you/work) hard?
4 '_____ (you/ever/work) in a factory?' 'No, never.'
5 'Jane is away on holiday.' 'Oh, is she? Where _____ (she/go)?
6 My brother is an actor. He _____ (appear) in several films.
7 'Sorry I'm late.' 'That's all right. I _____ (not/wait) long.'
8 'Is it still raining?' 'No, it _____ (stop).'
9 I _____ (lose) my address book. _____ (you/see) it anywhere?
10 I _____ (read) the book you lent me but I _____ (not/finish) it yet.
11 I _____ (read) the book you lent me, so you can have it back now.

UNIT 11

How long have you (been)...?

Study this example situation:

Bob and Alice are married. They got married exactly 20 years ago, so today is their 20th wedding anniversary.

They **have been** married **for 20 years.**

We say:

They **are** married. (*present*)

but **How long have** they **been** married? (*present perfect*)
(*not* 'How long are they married?')

They **have been** married **for 20 years.**
(*not* 'They are married for 20 years')

We use the *present perfect* to talk about something that began in the past and still continues now. Compare the *present* and the *present perfect*:

- Amy **is** in hospital.

but She **has been** in hospital **since Monday.** (*not* 'Amy is in hospital since Monday')

- We **know** each other very well.

but We **have known** each other **for a long time.** (*not* 'we know')

- Are you **waiting** for somebody?

but How long have you **been waiting**?

I **have been doing** something (*present perfect continuous*) – 'I started doing something in the past and I am still doing it (or have just stopped)':

- I've **been learning** English **for a long time.** (*not* 'I am learning')
- Sorry I'm late. Have you **been waiting** long?
- It's **been raining since I got up this morning.**

The action can be a repeated action:

- 'How long have you **been driving**?' 'Since I was 17.'

I have done (*simple*) or **I have been doing** (*continuous*)

The continuous is more usual with **how long, since** and **for** (see also Unit 10B):

- I've **been learning** English for a long time. (*not usually* 'I've learnt')

You can normally use either the continuous or simple with **live** and **work**:

- John **has been living / has lived** in London for a long time.
- How long have you **been working / have** you **worked** here?

But we use the *simple* with **always**:

- John **has always lived** in London. (*not* 'has always been living')

You can use the continuous or the simple for actions repeated over a long period:

- I've **been collecting / I've collected** stamps since I was a child.

Some verbs (for example, **know/like/believe**) are not normally used in the continuous:

- How long **have** you **known** Jane? (*not* 'have you been knowing')
- I've **had** a pain in my stomach since I got up this morning.

For a list of these verbs, see Unit 4A. For **have** see Unit 17.

We use the present perfect *simple* in negative sentences like these:

- **I haven't seen** Tom since Monday. (= Monday was the last time I saw him)
- Jane **hasn't phoned** me for two weeks. (= the last time she phoned was two weeks ago)

Present perfect continuous → UNITS 9–10 For and since → UNIT 12B

EXERCISES

11.1 *Are the underlined verbs right or wrong? Correct them if they are wrong.*

1 Bob is a friend of mine. I know him very well. RIGHT
2 Bob is a friend of mine. I know him for a long time. WRONG: I've known him
3 Sue and Alan are married since July. _____
4 The weather is awful. It's raining again. _____
5 The weather is awful. It's raining all day. _____
6 I like your house. How long are you living there? _____
7 Graham is working in a shop for the last few months. _____
8 I'm going to Paris tomorrow. I'm staying there until next Friday. _____
9 'Do you still smoke?' 'No, I gave it up. I don't smoke for years.' _____
10 That's a very old bicycle. How long do you have it? _____

11.2 *Read the situations and write questions from the words in brackets.*

1 John tells you that his mother is in hospital. You ask him:
(how long / be / in hospital?) How long has your mother been in hospital?
2 You meet a woman who tells you that she teaches English. You ask her:
(how long / teach / English?) _____
3 You know that Jane is a good friend of Carol's. You ask Jane:
(how long / know / Carol?) _____
4 Your friend's brother went to Australia some time ago and he's still there. You ask your friend: (how long / be / in Australia?) _____
5 Tim always wears the same jacket. It's a very old jacket. You ask him:
(how long / have / that jacket?) _____
6 You are talking to a friend about Alan. Alan now works at the airport. You ask your friend:
(how long / work / at the airport?) _____
7 A friend of yours is having driving lessons. You ask him:
(how long / have / driving lessons?) _____
8 You meet somebody on a train. She tells you that she lives in Glasgow. You ask her:
(always / live / in Glasgow?) _____

11.3 *Complete B's answers to A's questions.*

	A	B
1	Amy is in hospital, isn't she?	Yes, she has been in hospital since Monday.
2	Do you see Ann very often?	No, I I haven't seen her for three months.
3	Is Margaret married?	Yes, she _____ married for ten years.
4	Are you waiting for me?	Yes, I _____ for the last half hour.
5	You know Linda, don't you?	Yes, we _____ each other for ages.
6	Do you still play tennis?	No, I _____ tennis for years.
7	Is Jim watching TV?	Yes, he _____ TV all evening.
8	Do you watch TV a lot?	No, I _____ TV for a long time.
9	Have you got a headache?	Yes, I _____ a headache all morning.
10	George is never ill, is he?	No, he _____ ill since I've known him.
11	Are you feeling ill?	Yes, I _____ ill since I got up.
12	Sue lives in London, doesn't she?	Yes, she _____ in London for the last few years.
13	Do you still go to the cinema a lot?	No, I _____ to the cinema for ages.
14	Would you like to go to New York one day?	Yes, I _____ to go to New York. (*use* always/want)

UNIT 12

When...? and How long...? For and since

Compare **When...?** (+ *past simple*) and **How long...?** (+ *present perfect*):

A: When **did** it **start** raining?
B: It **started** raining **an hour ago / at 1 o'clock.**

A: **How long has** it **been raining**?
B: It's **been raining** **for an hour / since 1 o'clock.**

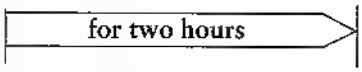
A: When **did** Joe and Carol first **meet**?
B: They first **met** **a long time ago / when they were at school.**

A: **How long have** Joe and Carol **known** each other?
B: They've **known** each other { **for a long time.** / **since they were at school.**

We use both **for** and **since** to say how long something has been happening.

We use **for** when we say a period of time (**two hours, six weeks** etc.):

- I've been waiting **for two hours.**

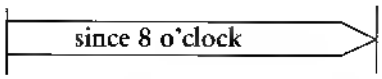


for	
two hours	a week
20 minutes	50 years
five days	a long time
six months	ages

- Sally's been working here **for six months.** (*not* 'since six months')
- I haven't seen Tom **for three days.** (*not* 'since three days')

We use **since** when we say the *start* of a period (**8 o'clock, Monday, 1985** etc.):

- I've been waiting **since 8 o'clock.**



since	
8 o'clock	1977
Monday	Christmas
12 May	lunchtime
April	they were at school

- Sally's been working here **since April.** (= from April until now)
- I haven't seen Tom **since Monday.** (= from Monday until now)

It is possible to leave out **for** (but not usually in negative sentences):

- They've been married (for) **ten years.** (with or without for)
- They **haven't had** a holiday **for** ten years. (you must use **for**)

We do *not* use **for + all...** (**all day / all my life** etc.):

- I've lived here **all my life.** (*not* 'for all my life')

We say '**It's** (a long time / two years etc.) **since** something happened':

- **It's two years since** I last saw Joe. (= I **haven't** seen Joe **for two years** / the last time I saw Joe was two years ago)
- **It's ages since** we went to the cinema. (= We **haven't been** to the cinema for ages)

The question is **How long is it since...?**

- **How long is it since** you last saw Joe? (= When did you last see Joe?)
- **How long is it since** Mrs Hill died? (= When did Mrs Hill die?)

EXERCISES

12.1 *Write questions with* **how long** *and* **when.**

1 It's raining.
(how long ?) How long has it been raining?
(when?) When did it start raining?

2 Kate is learning Italian.
(how long / learn?) _____
(when / start / learn?) _____

3 I know Martin.
(how long / know?) _____
(when / first / meet?)

4 Bob and Alice are married.
(how long?) _____
(when?) _____

12.2 *Read the situations and complete the sentences beginning in the way shown.*

1 (It's raining now. It's been raining since lunchtime.) It started raining at lunchtime.
2 (Ann and I are friends. We first met years ago.) We've known each other for years.
3 (Mark is ill. He became ill on Sunday.) He has _____
4 (Mark is ill. He became ill a few days ago.) He has _____
5 (Sarah is married. She's been married for two years.) She got _____
6 (You've got a camera. You bought it ten years ago.) I've _____
7 (Sue has been in France for the last three weeks.) She went _____
8 (You're working in a hotel. You started in June.) I've _____

12.3 *Put in* **for** *or* **since.**

1 It's been raining since lunchtime.
2 Tom's father has been doing the same job _____ 20 years.
3 Have you been learning English _____ a long time?
4 Sarah has lived in London _____ 1985.
5 _____ Christmas, the weather has been quite good.
6 Please hurry up! We've been waiting _____ an hour.
7 Kevin has been looking for a job _____ he left school.
8 The house is very dirty. We haven't cleaned it _____ ages.
9 I haven't had a good meal _____ last Tuesday.

12.4 *Write B's sentences using the words in brackets.*

1 A: Do you often go on holiday?
B: (no / five years) No, I haven't had a holiday for five years.

2 A: Do you often eat in restaurants?
B: (no / ages) No, I _____

3 A: Do you often see Sarah?
B: (no / about a month) No, _____

4 A: Do you often go to the cinema?
B: (no / a long time) _____

Now write B's answers again. This time use **It's...since...** .

5 1) No, it's five years since I had a holiday.
6 2) No, it's _____
7 3) No, _____
8 4) _____

UNIT 13

Present perfect and past (1) (**I have done** and **I did**)

A

Study this example situation:

Tom is looking for his key. He can't find it.

He **has lost** his key. (*present perfect*)
This means that he doesn't have his key *now*.

Ten minutes later:

Now Tom **has found** his key. He has it now.

Has he **lost** his key? (*present perfect*)
No, he **hasn't**. He **has found** it.

Did he **lose** his key? (*past simple*)
Yes, he **did**.

He **lost** his key (*past simple*)
but now he **has found** it. (*present perfect*)

The *present perfect* is a *present* tense. It always tells us something about *now*. 'Tom **has lost** his key' = he doesn't have his key *now* (see Unit 7).

The *past simple* tells us only about the *past*. If somebody says 'Tom **lost** his key', we don't know whether he has it now or not. We only know that he lost it at some time in the past.

Two more examples:

- Jack **grew** a beard but now he **has shaved** it off. (so he doesn't have a beard *now*)
- They **went** out after lunch and they've just **come** back. (so they are back *now*)

B

Do *not* use the present perfect if there is no connection with the present (for example, things that happened a long time ago):

- The Chinese **invented** printing. (*not* 'have invented')
- How many plays **did** Shakespeare **write**? (*not* 'has Shakespeare written')
- Beethoven **was** a great composer. (*not* 'has been')

Compare:

- Shakespeare **wrote** many plays.
- My sister is a writer. She **has written** many books. (she *still* writes books)

C

We use the present perfect to give new information (see Unit 7). But if we continue to talk about it, we normally use the past simple:

- A: Ow! **I've burnt** myself.
  B: How **did** you **do** that? (*not* 'have you done')
  A: **I picked** up a hot dish. (*not* 'have picked')
- A: Look! Somebody **has spilt** milk on the carpet.
  B: Well, it **wasn't** me. I **didn't do** it. (*not* 'hasn't been...haven't done')
  A: I wonder who it was then. (*not* 'who it has been')

Past simple › UNIT 5 Present perfect › UNITS 7–8 Present perfect and past (2) › UNIT 14
American English › APPENDIX 7

EXERCISES

13.1 *What has happened in these situations?*

1 Jack had a beard. Now he hasn't got a beard. He has shaved off his beard.
2 Linda was here five minutes ago. Now she's in bed. She _____.
3 The temperature was 25 degrees. Now it is only 17. The temperature _____.
4 The light was off. Now it is on. Somebody _____.
5 The tree was only three metres high. Now it is four. The tree _____.
6 The plane was on the runway a few minutes ago. Now it is in the air.
The plane _____.

13.2 *Put the verbs in brackets in the correct form, present perfect or past simple.*

1 'Where's your key?' 'I don't know. I've lost it.' (lose)
2 I was very tired, so I lay down on the bed and went to sleep. (be)
3 Mary _____ to Australia for a while but she's back again now. (go)
4 'Where's Ken?' 'He _____ out. He'll be back in about an hour.' (go)
5 I did German at school but I _____ most of it. (forget)
6 I meant to phone Diane last night but I _____ (forget)
7 I _____ a headache earlier but I feel fine now. (have)
8 Look! There's an ambulance over there. There _____ an accident. (be)
9 They're still building the new road. They _____ it. (not/finish)
10 'Is Helen still here?' 'No, she _____ out.' (just/go)
11 The police _____ three people but later they let them go. (arrest)
12 Ann _____. me her address but I'm afraid I _____ it. (give, lose)
13 Where's my bike? It _____ outside the house. It _____ ! (be, disappear)
14 What do you think of my English? Do you think I _____ ? (improve)

13.3 *Are the underlined parts of these sentences right or wrong? Correct the ones that are wrong.*

1 Do you know about Sue? She's given up her job. RIGHT
2 The Chinese have invented printing. WRONG: The Chinese invented
3 How many plays has Shakespeare written? _____
4 Have you read any of Shakespeare's plays? _____
5 Aristotle has been a Greek philosopher. _____
6 Ow! I've cut my finger. It's bleeding. _____
7 My grandparents have got married in London. _____
8 Where have you been born? _____
9 Mary isn't at home. She's gone shopping. _____
10 Albert Einstein has been the scientist who has developed the theory of relativity. _____

13.4 *(Section C) Put the verb into the most suitable form, present perfect or past simple.*

1 A: Look! Somebody has spilt (spill) coffee on the carpet.
B: Well, it wasn't (not/be) me. I didn't do (not/do) it.
2 A: Ben _____ (break) his leg.
B: Really? How _____ (that/happen)?
A: He _____ (fall) off a ladder.
3 A: Your hair looks nice. _____ (you/have) a haircut?
B: Yes.
A: Who _____ (cut) it? _____ (you/go) to the hairdresser?
B: No, a friend of mine _____ (do) it for me.

UNIT 14

Present perfect and past (2) (**I have done** and **I did**)

Do *not* use the present perfect (**I have done**) when you talk about a *finished* time (for example, **yesterday / ten minutes ago / in 1985 / when I was a child**). Use a *past* tense:

- The weather **was** nice **yesterday**. (*not* 'has been nice')
- They **arrived ten minutes ago**. (*not* 'have arrived')
- I **ate** a lot of sweets **when I was a child**. (*not* 'have eaten')
- A: **Did** you see the news on television **last night**? (*not* 'Have you seen')
  B: No, I **went** to bed early. (*not* 'have gone')

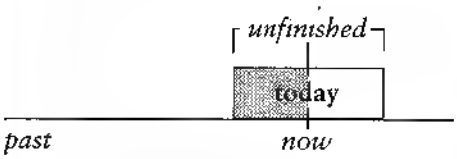
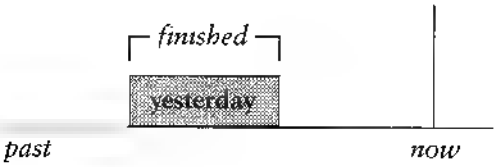
Use a past tense to ask **When...?** or **What time...?**:

- **When did** they **arrive**? (*not* 'have they arrived')
- **What time did** you **finish** work?

Compare:

Present perfect	*Past simple*
• Tom **has lost** his key. He can't get into the house. Here, we are not thinking of the past action. We are thinking of the present result of the action: Tom doesn't have his key *now*.	• Tom **lost** his key **yesterday**. He couldn't get into the house. Here, we are thinking of the action in the past. We don't know from this sentence whether Tom has his key now.

Compare present perfect and past:

Present perfect (**have done**)	*Past simple* (**did**)
• I've **done** a lot of work **today**. We use the present perfect for a period of time that continues *from the past until now*. For example, **today, this week, since 1985**.	• I **did** a lot of work **yesterday**. We use the past simple for a *finished* time in the past. For example, **yesterday, last week, from 1985 to 1991**.
	
• It **hasn't rained this week**. • **Have** you **seen** Ann **this morning**? (it is still morning) • **Have** you **seen** Ann **recently**? • I don't know where Ann is. I **haven't seen** her. (= I haven't seen her recently) • We've **been waiting** for an hour. (we are still waiting now) • Ian lives in London. He **has lived** there for seven years. • I **have never played** golf. (in my life)	• It **didn't rain last week**. • **Did** you **see** Ann **this morning**? (it is now afternoon or evening) • **Did** you **see** Ann **on Sunday**? • A: **Was** Ann at the party **on Sunday**? B: I don't think so. I **didn't see** her. • We **waited** (*or* **were waiting**) for an hour. (we are no longer waiting) • Ian **lived** in Scotland for ten years. Now he lives in London. • I **didn't play** golf when I was on holiday **last summer**.
The present perfect always has a connection with *now*. See Units 7–12.	The past simple tells us only about the past. See Units 5–6.

EXERCISES

14.1 *Are the underlined parts of these sentences right or wrong? Correct the ones that are wrong.*

1 I've lost my key. I can't find it anywhere. RIGHT
2 Have you seen the news on television last night? WRONG: Did you see
3 I've bought a new car. Do you want to see it?
4 I've bought a new car last week.
5 Where have you been yesterday evening?
6 Jenny has left school in 1991.
7 I'm looking for Mike. Have you seen him?
8 I'm very hungry. I haven't eaten anything today.
9 Diane hasn't been at work yesterday.
10 When has this book been published?

14.2 *Make sentences from the words in brackets. Use the present perfect or past simple.*

1 (it / not / rain / this week) It hasn't rained this week.
2 (the weather / be / cold / recently) The weather
3 (it / cold / last week) It
4 (I / not / read / a newspaper yesterday) I
5 (I / not / read / a newspaper today)
6 (Ann / earn / a lot of money / this year)
7 (she / not / earn / so much / last year)
8 (you / have / a holiday recently?)

14.3 *Put the verb into the correct form, present perfect or past simple.*

1 I don't know where Amy is. Have you seen (you/see) her?
2 When I (get) home last night, I (be) very tired and I (go) straight to bed.
3 Your car looks very clean. (you/wash) it?
4 George (not/be) very well last week.
5 Mr Clark (work) in a bank for 15 years. Then he gave it up.
6 Molly lives in Dublin. She (live) there all her life.
7 '(you/go) to the cinema last night?' 'Yes, but it (be) a mistake. The film (be) awful.'
8 My grandfather (die) 30 years ago. I (never/meet) him.
9 I don't know Carol's husband. I (never/meet/him).
10 A: Is your father at home? B: No, I'm afraid he (go) out.
A: When exactly (he/go) out? B: About ten minutes ago.
11 A: Where do you live? B: In Boston.
A: How long (you/live) there? B: Five years.
A: Where (you/live) before that? B: In Chicago.
A: And how long (you/live) in Chicago? B: Two years.

14.4 *Write sentences about yourself using the ideas in brackets.*

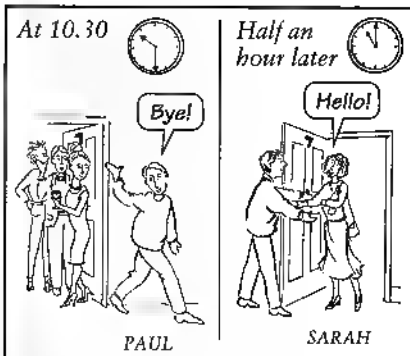
1 (something you haven't done today) I haven't eaten any fruit today.
2 (something you haven't done today)
3 (something you didn't do yesterday)
4 (something you did yesterday evening)
5 (something you haven't done recently)
6 (something you've done a lot recently)

UNIT 15

Past perfect (**I had done**)

A

Study this example situation:



Sarah went to a party last week. Paul went to the party too but they didn't see each other. Paul went home at 10.30 and Sarah arrived at 11 o'clock. So:

When Sarah arrived at the party, Paul wasn't there. He **had gone** home.

Had gone is the *past perfect (simple)*:

I/we/they/you he/she/it	had	(= I'd etc.) (= he'd etc.)	**gone** **seen** **finished** etc.

The past perfect simple is **had** + *past participle* (**gone/seen/finished** etc.). For a list of irregular verbs, see Appendix 1.

Sometimes we talk about something that happened in the past:

- Sarah **arrived** at the party.

This is the *starting point* of the story. Then, if we want to talk about things that happened *before* this time, we use the past perfect (**had...**):

- When Sarah arrived at the party, Paul **had** already **gone** home.

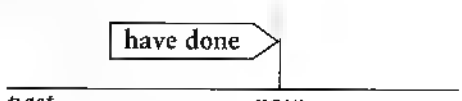
Some more examples:

- When we got home last night, we found that somebody **had broken** into the flat.
- Karen didn't want to come to the cinema with us because she **had** already **seen** the film.
- At first I thought **I'd done** the right thing, but I soon realised that **I'd made** a serious mistake.
- The man sitting next to me on the plane was very nervous. He **hadn't flown** before. / He **had** never **flown** before.

B

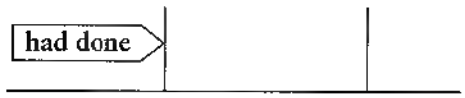
Had done (past perfect) is the past of **have done** (present perfect). Compare:

present perfect



- Who is that woman? I've never **seen** her before.
- We aren't hungry. We've just **had** lunch.
- The house is dirty. They **haven't cleaned** it for weeks.

past perfect



- I didn't know who she was. I'd never **seen** her before. (= before that time)
- We weren't hungry. We'd just **had** lunch.
- The house was dirty. They **hadn't cleaned** it for weeks.

C

Compare the past perfect (**I had done**) and past simple (**I did**):

- 'Was Tom at the party when you arrived?' 'No, he **had** already **gone** home.'

but 'Was Tom there when you arrived?' 'Yes, but he **went** home soon afterwards.'

- Ann wasn't at home when I phoned. She **was** in London.

but Ann **had** just got home when I phoned. She **had been** in London.

EXERCISES

15.1 *Read the situations and write sentences from the words in brackets.*

1 You went to Jill's house but she wasn't there. (she / go / out) She had gone out.
2 You went back to your home town after many years. It wasn't the same as before. (it / change / a lot) _____
3 I invited Rachel to the party but she couldn't come. (she / arrange / to do something else) _____
4 You went to the cinema last night. You arrived at the cinema late. (the film / already / begin) _____
5 I was very pleased to see Tim again after such a long time. (I / not / see / him for five years) _____
6 I offered Sue something to eat but she wasn't hungry. (she / just / have / breakfast) _____

15.2 *Read the situations and write sentences ending with* **before**. *Use the verb given in brackets.*

1 The man sitting next to me on the plane was very nervous. It was his first flight. (fly) He had never flown before. OR He hadn't flown before.
2 A woman walked into the room. She was a complete stranger to me. (see) I _____ before.
3 Simon played tennis yesterday. He wasn't very good at it because it was his first game. (play) He _____
4 Last year we went to Denmark. It was our first time there (be) We _____

15.3 *Use the sentences on the left to complete the paragraphs on the right. These sentences are in the order in which they happened so (1) happened before (2), (2) before (3) etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.*

1
(1) Somebody broke into the office during the night.
(2) <u>We arrived at work in the morning</u>.
(3) We called the police.

We arrived at work in the morning and found that somebody had broken into the office during the night. So we _____.

2
1) Ann went out.
2) <u>I tried to phone her</u> this morning.
(3) There was no answer.

I tried to phone Ann this morning but _____ no answer. She _____ out.

3
1) Jim came back from holiday a few days ago.
(2) <u>I met him the same day</u>.
3) He looked very well.

I met Jim a few days ago. He _____ just _____.
He _____.

4
1) Kevin wrote to Sally many times.
2) She never replied to his letters.
(3) <u>Yesterday he had a phone call from her</u>.
(4) He was very surprised.

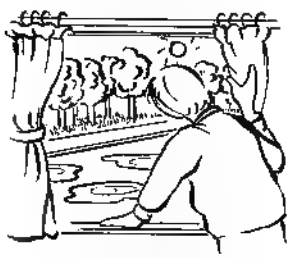
Yesterday Kevin _____.
He _____ very surprised. He _____ many times but she _____.

15.4 *Put the verb into the correct form, past perfect* (**I had done** *etc.*) *or past simple* (**I did** *etc.*).

1 'Was Tom at the party when you arrived?' 'No, he had gone (go) home.'
2 I felt very tired when I got home, so I _____ (go) straight to bed.
3 The house was very quiet when I got home. Everybody _____ (go) to bed.
4 Sorry I'm late. The car _____ (break) down on my way here.
5 We were driving along the road when we _____ (see) a car which _____ (break) down, so we _____ (stop) to see if we could help.

16 Past perfect continuous (**I had been doing**)

Study this example situation:



Yesterday morning

Yesterday morning I got up and looked out of the window. The sun was shining but the ground was very wet.

It **had been raining**.

It was *not* raining when I looked out of the window; the sun was shining. But it **had been** raining before. That's why the ground was wet.

Had been -ing is the *past perfect continuous*:

I/we/you/they he/she/it	**had**	(= I'd etc.) (= he'd etc.)	**been**	doing working playing etc.

Some more examples:

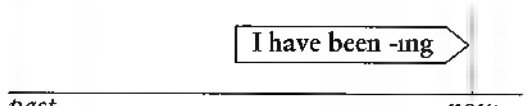
- When the boys came into the house, their clothes were dirty, their hair was untidy and one of them had a black eye. They'd **been fighting**.
- I was very tired when I arrived home. I'd **been working** hard all day.

You can say that something **had been happening** for a period of time *before something else happened*:

- Our game of tennis was interrupted. We'd **been playing** for about half an hour when it started to rain very heavily.
- Ken gave up smoking two years ago. He'd **been smoking** for 30 years.

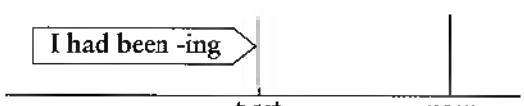
Had been -ing (*past perfect continuous*) is the past of **have been -ing** (*present perfect continuous*). Compare:

present perfect continuous



- I hope the bus comes soon. I've **been waiting** for 20 minutes. (*before now*)
- He's out of breath. He has **been running**.

past perfect continuous



- At last the bus came. I'd **been waiting** for 20 minutes. (*before the bus came*)
- He was out of breath. He **had been running**.

Compare **had been doing** and **was doing** (*past continuous*):

- It **wasn't raining** when we went out. The sun **was shining**. But it **had been raining**, so the ground was wet.
- Ann **was sitting** in an armchair watching television. She was tired because she'd **been working** very hard.

Some verbs (for example, **know** and **want**) are not normally used in the continuous:

- We were good friends. We **had known** each other for years. (*not* 'had been knowing')

For a list of these verbs, see Unit 4A.

Present perfect continuous → UNIT 9 Past perfect simple → UNIT 15

EXERCISES

16.1 *Read the situations and make sentences from the words in brackets*

1 I was very tired when I arrived home.
(I / work / hard all day) . I had been working hard all day.
2 The two boys came into the house. They had a football and they were both very tired.
(they / play / football) _____ .
3 There was nobody in the room but there was a smell of cigarettes.
(somebody / smoke / in the room) _____ .
4 Ann woke up in the middle of the night. She was frightened and didn't know where she was.
(she / dream) _____
5 When I got home, Mike was sitting in front of the TV. He had just turned it off.
(he / watch / TV) _____

16.2 *Read the situations and complete the sentences.*

1 We played tennis yesterday. Half an hour after we began playing, it started to rain.
We had been playing for half an hour when it started to rain.
2 I had arranged to meet Tom in a restaurant. I arrived and waited for him. After 20 minutes I suddenly realised that I was in the wrong restaurant.
I _____ for 20 minutes when I _____ .
3 Sarah got a job in a factory. Five years later the factory closed down.
At the time the factory _____ , Sarah _____ _____ there for five years.
4 I went to a concert last week. The orchestra began playing. After about ten minutes a man in the audience suddenly began shouting.
The orchestra _____ when _____ .
5 *This time make your own sentence:*
I began walking along the road. I _____
when _____ .

16.3 *Put the verb into the most suitable form, past continuous* (**I was doing**), *past perfect* (**I had done**) *or past perfect continuous* (**I had been doing**).

1 It was very noisy next door. Our neighbours were having (have) a party.
2 We were good friends. We had known (know) each other for a long time.
3 John and I went for a walk. I had difficulty keeping up with him because he _____ (walk) so fast.
4 Mary was sitting on the ground. She was out of breath. She _____ (run).
5 When I arrived, everybody was sitting round the table with their mouths full. They _____ . (eat).
6 When I arrived, everybody was sitting round the table and talking. Their mouths were empty but their stomachs were full. They _____ (eat).
7 Jim was on his hands and knees on the floor. He _____ (look) for his contact lens.
8 When I arrived, Kate _____ (wait) for me. She was rather annoyed with me because I was late and she _____ (wait) for a very long time.
9 I was sad when I sold my car. I _____ (have) it for a very long time.
10 We were extremely tired at the end of the journey. We _____ (travel) for more than 24 hours.

UNIT 17

Have and have got

A

Have and **have got** (= possess, own etc.)

We often use **have got** rather than **have** alone. So you can say:

- We've **got** a new car. *or* We **have** a new car.
- Ann has **got** two sisters. *or* Ann **has** two sisters.

We use **have got** or **have** for illnesses, pains etc.:

- I've **got** a headache. *or* I **have** a headache.

In questions and negative sentences there are three possible forms:

Have you got any money?	**I haven't got** any money.
Do you have any money?	**I don't have** any money.
Have you any money? *(less usual)*	**I haven't** any money. *(less usual)*
Has she got a car?	She **hasn't got** a car.
Does she have a car?	She **doesn't have** a car.
Has she a car? *(less usual)*	She **hasn't** a car. *(less usual)*

When **have** means 'possess' etc., you cannot use continuous forms (**is having / are having** etc.):

- I **have** / I've **got** a headache. (*not* 'I'm having')

For the past we use **had** (usually without 'got'):

- Ann **had** long fair hair when she was a child. (*not* 'Ann had got')

In past questions and negative sentences we normally use **did/didn't**:

- **Did** they **have** a car when they were living in London?
- I **didn't have** a watch, so I didn't know the time.
- Ann **had** long fair hair, **didn't** she?

B

Have breakfast / have a bath / have a good time etc.

Have (but not 'have got') is also used for many actions and experiences. For example:

have	**breakfast / dinner / a cup of coffee / a cigarette** etc.
	a bath / a shower / a swim / a rest / a party / a holiday / a nice time etc.
	an accident / an experience / a dream etc.
	a look (at something) / **a chat** (with somebody)
	a baby (= give birth to a baby)
	difficulty / trouble / fun

- Goodbye! I hope you **have a nice time**.
- Mary **had a baby** recently.

'Have **got**' is *not* possible in these expressions. Compare:

- I usually **have** a sandwich for my lunch. (**have** = 'eat' – *not* 'have got')

but

- I've **got** some sandwiches. Would you like one?

In these expressions, **have** is like other verbs. You can use continuous forms (**is having / are having** etc.) where suitable:

- I had a postcard from Fred this morning. He's on holiday. He says he's **having** a wonderful time. (*not* 'he has a wonderful time')
- The phone rang while we **were having** dinner. (*not* 'while we had')

In questions and negative sentences we normally use **do/does/did**:

- I **don't** usually **have** a big breakfast. (*not* 'I usually haven't')
- What time **does** Ann **have** lunch? (*not* 'has Ann lunch')
- **Did** you **have** any difficulty finding somewhere to live?

EXERCISES

17.1 *Write negative sentences with* **have**. *Some are present* (**can't**) *and some are past* (**couldn't**).

1 I can't make a phone call. (any change) I haven't got any change.
2 I couldn't read the notice. (my glasses) I didn't have my glasses.
3 I can't climb up onto the roof. (a ladder) I
4 We couldn't visit the museum. (enough time) We
5 He couldn't find his way to our house. (a map)
6 She can't pay her bills. (any money)
7 They can't get into the house. (a key)
8 I couldn't take any photographs. (a camera)

17.2 *Complete these questions with* **have**. *Some are present and some are past.*

1 Excuse me, have you got a pen I could borrow?
2 Why are you holding your face like that? a toothache?
3 a bicycle when you were a child?
4 ' the time, please?' 'Yes, it's ten past seven.'
5 When you did the exam, time to answer all the questions?
6 I need a stamp for this letter. one?
7 'It started to rain while I was walking home.' 'Did it? an umbrella?'

17.3 *In this exercise you have to write sentences about yourself. Choose four of the following things (or you can choose something else):*

a car **a bicycle** **a moped** **a guitar** **a computer** **a camera** **a driving licence** **a job** **a dog / a cat** (or another animal)

Have you got these things now? Did you have them ten years ago? Write two sentences each time using **I've got / I haven't got** *and* **I had / I didn't have.**

	now	*ten years ago (or five if you're too young)*
1	I've got a car.	I didn't have a car.
2		
3		
4		

17.4 *Complete these sentences. Use an expression from the list and put the verb into the correct form where necessary.*

~~have lunch~~	have a swim	have a nice time	have a chat
have a cigarette	have a rest	have a good flight	have a baby
have a shower	have a party	have a look	

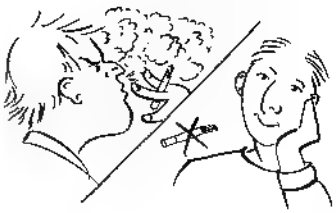
1 I don't eat much during the day. I never have lunch.
2 David likes to keep fit, so he every day.
3 We last Saturday. It was great – we invited lots of people.
4 Excuse me, can I at your newspaper, please?
5 'Where's Jim?' 'He in his room. He's very tired.'
6 I met Ann in the supermarket yesterday. We stopped and
7 I haven't seen you since you came back from holiday. ?
8 Suzanne a few weeks ago. It's her second child.
9 I don't usually smoke but I was feeling very nervous, so I
10 The phone rang but I couldn't answer it because I
11 *You meet Tom at the airport. He has just arrived. You say:*
Hello, Tom. ?

UNIT 18

Used to (do)

Study this example situation:

A few years ago



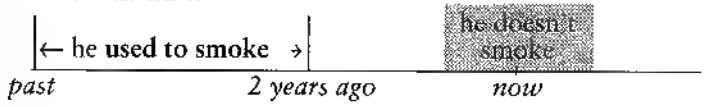
Today

Dennis stopped smoking two years ago. He doesn't smoke any more.

But he **used to smoke**.

He **used to smoke** 40 cigarettes a day.

'He **used to smoke**' = he smoked regularly for some time in the past, but he doesn't smoke now. He was a smoker, but now he isn't.



'Something **used to** happen' – something happened regularly in the past but no longer happens:

- I **used to play** tennis a lot but I don't play very often now.
- Diane **used to** travel a lot. These days she doesn't go away so often.
- 'Do you go to the cinema very often?' 'Not now, but I **used to**.' (= I used to go...)

We also use **used to**... for something that was true but is not true any more:

- This building is now a furniture shop. It **used to be** a cinema.
- I **used to think** he was unfriendly but now I realise he's a very nice person.
- I've started drinking coffee recently. I never **used to like** it before.
- Janet **used to have** very long hair when she was a child.

'I used to do something' is *past*. There is *no* present form. You can*not* say 'I use to do'. To talk about the present, use the present simple (**I do**).

Compare:

past	he **used to** smoke	we **used to** live	there **used to be**
present	he **smokes**	we live	there **is**

- We **used to live** in a small village but now we **live** in London.
- There **used to be** four cinemas in the town. Now there is only one.

The normal question form is **did** (you) **use to**...?:

- **Did** you **use to** eat a lot of sweets when you were a child?

The negative form is **didn't use to**... . (**used not to**... is also possible)

- I **didn't use to** like him. (*or* I **used not to** like him.)

Compare **I used to do** and **I was doing** (see Unit 6):

- I **used to watch** TV a lot. (= I watched TV regularly in the past, but I no longer do this)
- I **was watching** TV when the phone rang. (= I was in the middle of watching TV)

Do not confuse **I used to do** and **I am used to doing** (see Unit 60). The structures and meanings are different:

- I **used to live** alone. (= I lived alone in the past but I no longer live alone)
- I **am used to living** alone. (= I live alone and I don't find it strange or new because I've been living alone for some time)

Would (**used to**) → UNIT 40D **Be, get used to** (doing) something → UNIT 60

EXERCISES

18.1 *Complete these sentences with* **use(d) to...** *+ a suitable verb.*

1 Dennis gave up smoking two years ago. He **used to smoke** 40 cigarettes a day.
2 Liz _____ a motorbike, but last year she sold it and bought a car.
3 We came to live in Manchester a few years ago. We _____ in Nottingham.
4 I rarely eat ice cream now but I _____ it when I was a child.
5 Jim _____ my best friend but we aren't friends any longer.
6 It only takes me about 40 minutes to get to work since the new road was opened. It _____ more than an hour.
7 There _____ a hotel opposite the station but it closed a long time ago
8 When you lived in London, _____ to the theatre very often?

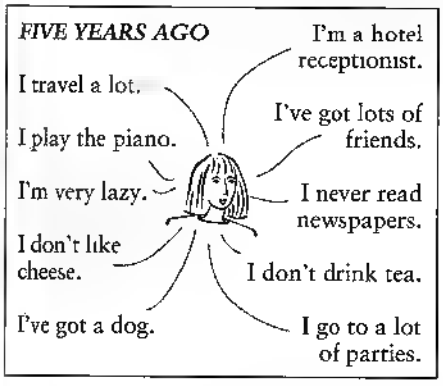
18.2 *Brian changed his lifestyle. He stopped doing some things and started doing other things:*

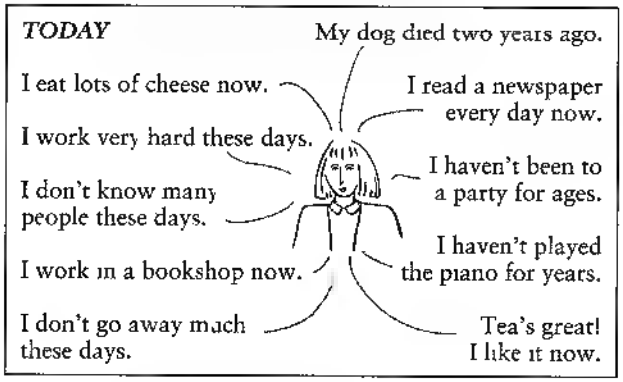
He stopped { studying hard / going to bed early / running three miles every morning
He started { smoking / going out in the evening / spending a lot of money

Write sentences about Brian with **used to** *and* **didn't use to.**

1 **He used to study hard.**
2 **He didn't use to smoke.**
3 _____
4 _____
5 _____
6 _____

18.3 *Compare what Carol said five years ago and what she says today:*





Now write sentences about how Carol has changed. Use **used to / didn't use to / never used to** *in the first part of your sentence.*

1 **She used to travel a lot** but **she doesn't go away much these days.**
2 She used _____ but _____
3 _____ but _____
4 _____ but _____
5 _____ but _____
6 _____ but _____
7 _____ but _____
8 _____ but _____
9 _____ but _____
10 _____ but _____

UNIT 19

Present tenses (**I am doing / I do**) for the future

A

Present continuous (**I am doing**) with a future meaning

Study this example situation:

This is Tom's diary for next week.

He is **playing** tennis on Monday afternoon.
He is **going** to the dentist on Tuesday morning.
He is **having** dinner with Ann on Friday.

In all these examples, Tom has already decided and arranged to do these things.

Use the *present continuous* to say what you have already arranged to do. Do not use the present simple (**I do**):

- A: What **are** you **doing** on Saturday evening? (*not* 'what do you do')
  B: **I'm going** to the theatre. (*not* 'I go')
- A: What time **is** Cathy **arriving** tomorrow?
  B: At 10.30. **I'm meeting** her at the station.
- **I'm not working** tomorrow, so we can go out somewhere.
- Ian **isn't playing** football on Saturday. He's hurt his leg.

'(I'm) **going to** (do)' is also possible in these sentences:

- What **are** you **going to do** on Saturday evening?

But the present continuous is more natural for arrangements. See also Unit 20B.

Do not use **will** to talk about what you have arranged to do:

- What **are** you **doing** this evening? (*not* 'what will you do')
- Alex **is getting** married next month. (*not* 'will get')

B

Present simple (**I do**) with a future meaning

We use the present simple when we talk about timetables, programmes etc. (for example, for public transport, cinemas etc.):

- The train **leaves** Plymouth at 11.30 and **arrives** in London at 14.45.
- What time **does** the film **begin**?
- It's Wednesday tomorrow.

You can use the present simple for people if their plans are fixed like a timetable:

- I **start** my new job on Monday.
- What time do you **finish** work tomorrow?

But the continuous is more usual for personal arrangements:

- What time **are** you **meeting** Ann tomorrow? (*not* 'do you meet')

Compare:

- What time **are you leaving** tomorrow?

but

- What time **does the train leave** tomorrow?
- **I'm going** to the cinema this evening.

but

- **The film starts** at 8.15 (this evening).

(I'm) going to → UNITS 20, 23 Will → UNITS 21–22 Present simple after when/if etc. → UNIT 25

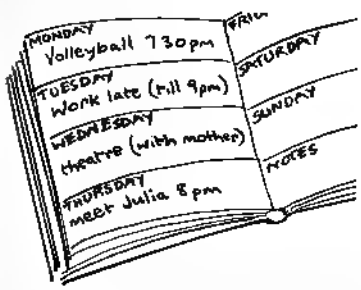
EXERCISES

19.1 *A friend of yours is planning to go on holiday soon. You ask her about her plans. Use the words in brackets to make your questions.*

1 (where/go?) Where are you going?
2 (how long/stay?) _____
3 (when/go?) _____
4 (go/alone?) _____
5 (travel/by car?) _____
6 (where/stay?) _____ .

Scotland.
Ten days.
Next Friday.
No, with a friend of mine.
No, by train.
In a hotel.

19.2 *Tom wants you to visit him but you are very busy. Look at your diary for the next few days and explain to him why you can't come.*



TOM: Can you come on Monday evening?
YOU: Sorry but I'm playing volleyball. (1)
TOM: What about Tuesday evening then?
YOU: No, not Tuesday I _____ . (2)
TOM: And Wednesday evening?
YOU: _____ . (3)
TOM: Well, are you free on Thursday?
YOU: I'm afraid not. (4)

19.3 *Have you arranged to do anything at these times? Write (true) sentences about yourself.*

1 (this evening) I'm going out this evening.
or I'm not doing anything this evening. *or* I don't know what I'm doing this evening.
2 (tomorrow morning) I _____
3 (tomorrow evening) _____
4 (next Sunday) _____
5 (*choose another day or time*) _____ .

19.4 *Put the verb into the more suitable form, present continuous or present simple.*

1 I 'm going (go) to the theatre this evening.
2 Does the film begin (the film / begin) at 3.30 or 4.30?
3 We _____ . (have) a party next Saturday. Would you like to come?
4 The art exhibition _____ (open) on 3 May and _____ (finish) on 15 July.
5 I _____ (not/go) out this evening. I _____ . (stay) at home.
6 '_____ (you/do) anything tomorrow morning?' 'No, I'm free. Why?'
7 We _____ (go) to a concert tonight. It _____ (begin) at 7.30.
8 *You are on the train to London and you ask another passenger:*
Excuse me. What time _____ (this train / get) to London?
9 *You are talking to Ann:*
Ann, I _____ (go) to town. _____ (you/come) with me?
10 Sue _____ (come) to see us tomorrow. She _____ (travel) by train and her train _____ (arrive) at 10.15. I _____ (meet) her at the station.
11 I _____ (not/use) the car this evening, so you can have it.
12 *You and a friend are watching television. You say:*
I'm bored with this programme. When _____ (it/finish)?

UNIT 20

(I'm) going to (do)

'I **am going to do** something' = I have already decided to do it, I intend to do it:

- A: There's a film on television tonight. Are you **going to watch** it?
  B: No, I'm tired. I'**m going to have** an early night.
- A: I hear Ruth has won some money. What is she **going to do** with it?
  B: She's **going to buy** a new car.
- A: Have you made the coffee yet?
  B: I'm just **going to make** it. (**just** = right at this moment)
- This food looks horrible. I'**m not going to eat** it.

B I am doing and I am going to do

We normally use **I am doing** (*present continuous*) when we say what we have *arranged* to do – for example, arranged to meet somebody, arranged to go somewhere (see Unit 19A):

- What time **are** you **meeting** Ann this evening?
- I'**m leaving** tomorrow. I've got my plane ticket.

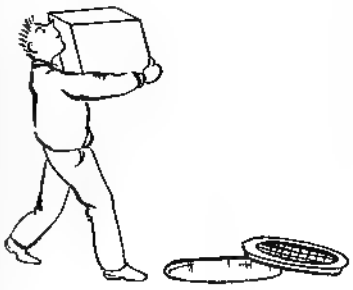
'I **am going to** do something' = I've decided to do it (but perhaps not *arranged* to do it):

- 'The windows are dirty.' 'Yes, I know. I'**m going to clean** them later.' (= I've decided to clean them but I haven't *arranged* to clean them)
- I've decided not to stay here any longer. Tomorrow I'**m going to look** for somewhere else to stay.

Often the difference is very small and either form is possible.

C

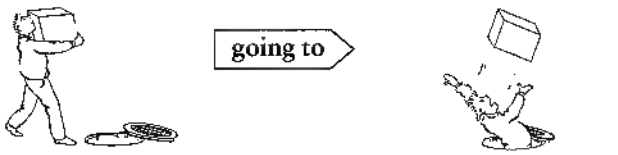
You can also say that 'something **is going to** happen' in the future. For example:



The man can't see where he's walking. There is a hole in front of him.

He **is going to fall** into the hole.

When we say that 'something **is going to** happen', the situation *now* makes us believe this. The man is walking towards the hole *now*, so he **is going to fall** into it.



- Look at those black clouds! It's **going to rain**. (the clouds are there *now*)
- I feel terrible. I think I'm **going to be** sick. (I feel terrible *now*)

D

'I **was going to** (do something)' = I intended to do it but didn't do it:

- We **were going to travel** by train but then we decided to go by car instead.
- A: Did Peter do the examination?
  B: No, he **was going to do** it but he changed his mind.
- I **was** just **going to cross** the road when somebody shouted 'Stop!'

You can say that something **was going to** happen (but didn't happen):

- I thought it **was going to rain** but then the sun came out.

I am doing for the future → UNIT 19A **I will** and **I'm going to** → UNIT 23

EXERCISES

20.1 *Answer the questions. You are going to do all these things but you haven't done them yet. Use* **going to** *and the word(s) in brackets.*

1	Have you cleaned the car?	(tomorrow) Not yet. I 'm going to clean it tomorrow.
2	Have you phoned Sally?	(later) Not yet.
3	Have you done the shopping?	(this afternoon) Not yet.
4	Have you read the paper?	(after dinner) Not
5	Have you had dinner?	(just)

20.2 *Write a question with* **going to** *for each situation.*

1 Your friend has won some money. You ask:
(what / do with it?) What are you going to do with it?
2 Your friend is going to a party tonight. You ask:
(what / wear?)
3 Your friend has just bought a new table. You ask.
(where / put it?)
4 Your friend has decided to have a party. You ask:
(who / invite?)

20.3 *Read the situations and complete the dialogues. Use* **going to.**

1 You have decided to write some letters this evening.
FRIEND: Are you going out this evening? YOU: No, I'm going to write some letters.
2 You are a smoker but you have decided to give it up soon.
FRIEND: Smoking is very bad for you.
YOU: I know.
3 You have been offered a job but you have decided not to take it.
FRIEND: I hear you've been offered a job.
YOU: That's right, but
4 You are in a restaurant. The food is awful and you've decided to complain.
FRIEND: This food is awful, isn't it?
YOU: Yes, it's disgusting.

20.4 *What is going to happen in these situations? Use the words in brackets.*

1 There are a lot of black clouds in the sky. (rain) It's going to rain.
2 It is 8.30. Jack is leaving his house. He has to be at work at 8.45 but the journey takes 30 minutes. (late) He
3 There is a hole in the bottom of the boat. A lot of water is coming in through the hole. (sink) The boat
4 Emma is driving. There is very little petrol left in the tank. The nearest petrol station is a long way away. (run out) She

20.5 *Complete the sentences with* **was/were going to** *+ one of these verbs:*

give up **have** **phone** **play** ~~**travel**~~

1 We were going to travel by train but then we decided to go by car instead.
2 We tennis yesterday but it rained all day.
3 I . Jim, but I decided to write him a letter instead.
4 When I last saw Tim, he his job but in the end he decided not to.
5 We a party last week but some of our friends couldn't come, so we cancelled it.

UNIT 21

Will/shall (1)

We use **I'll** (= I will) when we decide to do something at the time of speaking:

- Oh, I've left the door open. I'll go and shut it.
- 'What would you like to drink?' 'I'll **have** an orange juice, please.'
- 'Did you phone Ruth?' 'Oh no, I forgot. **I'll phone** her now.'

You cannot use the *present simple* (**I do / I go** etc.) in these sentences:

- I'll **go** and shut the door. (*not* 'I go and shut')

We often use **I think I'll...** and **I don't think I'll...**:

- I feel a bit hungry. **I think I'll have** something to eat.
- **I don't think I'll go** out tonight. I'm too tired.

In spoken English the negative of **will** is usually **won't** (= **will not**):

- I can see you're busy, so I **won't stay** long.

Do *not* use **will** to talk about what you have already decided or arranged to do (see Units 19–20):

- **I'm going** on holiday next Saturday. (*not* 'I'll go')
- **Are** you **working** tomorrow? (*not* 'will you work')

We often use **will** in these situations:

Offering to do something

- That bag looks heavy. **I'll help** you with it. (*not* 'I help')

Agreeing to do something

- A: You know that book I lent you. Can I have it back if you've finished with it?
  B: Of course. **I'll give** it to you this afternoon. (*not* 'I give')

Promising to do something

- Thanks for lending me the money. **I'll pay** you back on Friday. (*not* 'I pay')
- **I won't tell** anyone what happened. I promise.

Asking somebody to do something (**Will you...?**)

- **Will you** please be quiet? I'm trying to concentrate.
- **Will you** shut the door, please?

You can use **won't** to say that somebody refuses to do something:

- I've tried to advise her but she **won't listen**. (= she refuses to listen)
- The car **won't start**. I wonder what's wrong with it. (= the car 'refuses' to start)

Shall I...? Shall we...?

Shall is used mostly in the questions **shall I...? / shall we...?**

We use **shall I...? / shall we...?** to ask somebody's opinion (especially in offers or suggestions):

- **Shall I** open the window? (= do you want me to open the window?)
- I've got no money. What **shall I** do? (= what do you suggest?)
- '**Shall we** go?' 'Just a minute. I'm not ready yet.'
- Where **shall we** go this evening?

Compare **shall I...?** and **will you...?**:

- **Shall I** shut the door? (= do you want me to shut it?)
- **Will you** shut the door? (= I want you to shut it)

EXERCISES

21.1 *Complete the sentences with* **I'll** + *a suitable verb.*

1 I'm too tired to walk home. I think I'll get a taxi.
2 'It's a bit cold in this room.' 'Is it? on the heating then.'
3 'We haven't got any milk.' 'Oh, haven't we? and get some.'
4 'Do you want me to do the washing-up?' 'No, it's all right. it.'
5 'I don't know how to use this computer.' 'OK, you.'
6 'Would you like tea or coffee?' ' coffee, please.'
7 'Goodbye! Have a nice holiday.' 'Thanks. you a postcard.'
8 Thank you for lending me your camera. . it back to you on Monday, OK?
9 'Are you coming with us?' 'No, I think here.'

21.2 *Read the situations and write sentences with* **I think I'll...** *or* **I don't think I'll...** .

1 It's a bit cold. You decide to close the window. You say: I think I'll close the window.
2 You are feeling tired and it's quite late. You decide to go to bed. You say: I think
3 A friend of yours offers you a lift in his car but you decide to walk. You say: Thank you but .
4 You arranged to play tennis today. Now you decide that you don't want to play. You say: I don't think
5 You were going to go swimming. Now you decide that you don't want to go.

21.3 *Which is correct? (If necessary, study Units 19–20 first.)*

1 'Did you phone Ruth?' 'Oh no, I forgot. ~~I phone~~ / I'll phone her now.' (I'll phone *is correct*)
2 I can't meet you tomorrow afternoon. I'm playing / ~~I'll play~~ tennis. (I'm playing *is correct*)
3 'I meet / I'll meet you outside the hotel in half an hour, OK?' 'Yes, that's fine.'
4 'I need some money.' 'OK, I'm lending / I'll lend you some. How much do you need?'
5 I'm having / I'll have a party next Saturday. I hope you can come.
6 'Remember to buy a newspaper when you go out.' 'OK. I don't forget / I won't forget.'
7 What time does your train leave / will your train leave tomorrow?
8 I asked Sue what happened but she doesn't tell / won't tell me.
9 'Are you doing / Will you do anything tomorrow evening?' 'No, I'm free. Why?'
10 I don't want to go out alone. Do you come / Will you come with me?
11 It's a secret between us. I promise I don't tell / I won't tell anybody.

21.4 *What do you say in these situations? Write sentences with* **shall I...?** *or* **shall we...?**

1 You and a friend want to do something this evening but you don't know what. You ask your friend. What shall we do this evening?
2 You try on a jacket in a shop. You are not sure whether to buy it or not. You ask a friend for advice. it?
3 It's Ann's birthday next week. You want to give her a present but you don't know what. You ask a friend for advice. What
4 You and a friend are going on holiday together but you haven't decided where. You ask him/her
5 You and a friend are going out. You haven't decided whether to go by car or to walk. You ask him/her. or .
6 Your friend wants you to phone later. You don't know what time to phone. You ask him/her.

UNIT 22

Will/shall (2)

We do *not* use **will** to say what somebody has *already arranged* or *decided to do* in the future:

- Ann **is working** next week. (*not* 'Ann will work')
- **Are** you **going to watch** television this evening? (*not* 'will you watch')

For 'I'm working...' and 'Are you going to...?', see Units 19–20.

But often, when we talk about the future, we are *not* talking about what somebody has decided to do. For example:

CHRIS: Do you think Ann will pass the exam?
JOE: Yes, she'll pass easily.

'She'll pass' does *not* mean 'she has decided to pass'. Joe is saying what he knows or thinks will happen. He is *predicting* the future.
When we predict a future happening or situation, we use **will/won't**.

- Jill has been away a long time. When she returns, she'll find a lot of changes.
- 'Where will you be this time next year?' 'I'll be in Japan.'
- That plate is very hot. If you touch it, you'll burn yourself.
- Tom won't pass the examination. He hasn't worked hard enough for it.
- When will you know your exam results?

We often use **will** ('ll) with:

probably	• I'll **probably** be home late this evening.
I expect	• I haven't seen Carol today. **I expect** she'll phone this evening.
(I'm) sure	• Don't worry about the exam. **I'm sure** you'll pass.
(I) think	• Do you **think** Sarah **will** like the present we bought her?
(I) don't think	• I **don't think** the exam **will** be very difficult.
I wonder	• **I wonder** what **will** happen.

After **(I) hope**, we generally use the present:

- I **hope** Carol **phones** this evening.
- I **hope** it **doesn't rain** tomorrow.

Generally we use **will** to talk about the future, but sometimes we use **will** to talk about *now*. For example:

- Don't phone Ann now. She'll be busy. (I know she'll be busy *now*)

I shall... / we shall...

Normally we use **shall** only with **I** and **we**.
You can say **I shall** or **I will** (**I'll**), **we shall** or **we will** (**we'll**):

- **I shall** be tired this evening. (*or* I will be...)
- **We shall** probably go to Scotland for our holiday. (*or* We will probably go...)

In spoken English we normally use **I'll** and **we'll**:

- **We'll** probably go to Scotland.

The negative of **shall** is **shall not** or **shan't**:

- I **shan't** be here tomorrow. (*or* I **won't** be...)

Do not use **shall** with **he/she/it/you/they**:

- She will be very angry. (*not* 'she shall be')

Will/shall (1) → UNIT 21 **I will** and **I'm going to** → UNIT 23 **Will be doing** **will have done** → UNIT 24
American English → APPENDIX 7

EXERCISES

22.1 *Which form of the verb is correct (or more natural) in these sentences? The verbs are underlined.*

1 Ann isn't free on Saturday. ~~She'll work~~ / She's working. (She's working *is correct*)
2 I'll go / I'm going to a party tomorrow night. Would you like to come too?
3 I think Jane will get / is getting the job. She has a lot of experience.
4 I can't meet you this evening. A friend of mine will come / is coming to see me.
5 A: Have you decided where to go for your holidays?
  B: Yes, we will go / we are going to Italy.
6 There's no need to be afraid of the dog. It won't hurt / It isn't hurting you.

22.2 *Complete the sentences with* will ('ll) + *one of these verbs:*

be be come get like look meet ~~pass~~

1 Don't worry about your exam. I'm sure you 'll pass.
2 Why don't you try on this jacket? It _____ nice on you.
3 You must meet George sometime. I think you _____ him.
4 It's raining. Don't go out. You _____ wet.
5 They've invited me to their house. They _____ offended if I don't go.
6 Goodbye. I expect we _____ again before long.
7 I've invited Sue to the party but I don't think she _____ .
8 I wonder where I _____ 20 years from now.

22.3 *Put in* will ('ll) or won't.

1 Can you wait for me? I won't be very long.
2 There's no need to take an umbrella with you. It _____ rain.
3 If you don't eat anything now, you _____ be hungry later.
4 I'm sorry about what happened yesterday. It _____ happen again.
5 I've got some incredible news! You _____ never believe what's happened.
6 Don't ask Margaret for advice. She _____ know what to do.

22.4 *Where will you be at these times? Write true sentences about yourself. Use one of these:*

I'll be... *or* **I expect I'll be...** *or* **I'll probably be...** *or* **I don't know where I'll be.** *or* **I'm not sure. I might be...** *(For* **might** *see Unit 30.)*

1 (next Monday evening at 7.45) I'll probably be at home.
  or I'm not sure. I might be at the cinema.
  or I don't know where I'll be. *(etc.)*
2 (at 5 o'clock tomorrow morning) _____
3 (at 10.30 tomorrow morning) _____
4 (next Saturday afternoon at 4.15) _____
5 (this time next year) _____ .

22.5 *Write questions using* **do you think...will...?** + *one of these verbs:*

be back cost finish get married happen ~~like~~ rain

1 I've bought Mary a present Do you think she'll like it?
2 The weather doesn't look very good. Do you _____ .
3 The meeting is still going on. When do you _____ .
4 My car needs to be repaired. How much _____ .
5 Sally and David are in love. Do _____ .
6 'I'm going out now.' 'OK. What time _____ ,
7 The future situation is uncertain. What _____

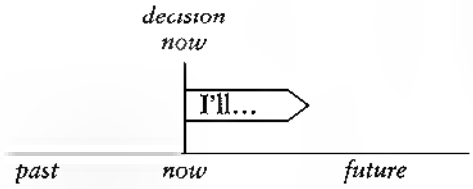
23 I will and I'm going to

Future actions

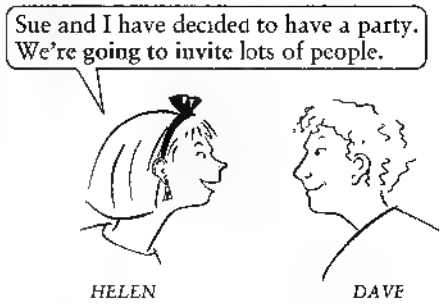
Study the difference between **will** and **going to**:

Sue is talking to Helen:

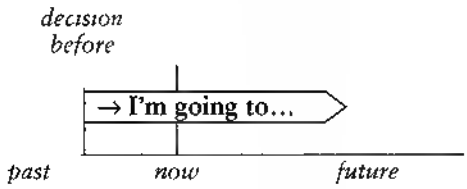
will ('ll): We use **will** when we decide to do something at the time of speaking. The speaker has not decided before. The party is a new idea.



Later that day, Helen meets Dave:



going to: We use (**be**) **going to** when we have *already decided* to do something. Helen had already decided to invite lots of people *before* she spoke to Dave.



Compare:

- 'George phoned while you were out.' 'OK. I'll **phone** him back.'

but

- 'George phoned while you were out.' 'Yes, I know. I'm **going to phone** him back.'
- 'Ann is in hospital.' 'Oh really? I didn't know. I'll **go** and visit her.'

but

- 'Ann is in hospital.' 'Yes, I know. I'm **going to visit** her tomorrow.'

Future happenings and situations (predicting the future)

Sometimes there is not much difference between **will** and **going to**. For example, you can say:

- I think the weather **will** be nice later.
- I think the weather **is going to** be nice later.

When we say 'something **is going to** happen', we know (or think) this because of the situation *now*. For example:

- Look at those black clouds. It's **going to rain**. (*not* 'it will rain' – we can see the clouds *now*)
- I feel terrible. I think I'm **going to be** sick. (*not* 'I think I'll be sick' – I feel terrible *now*)

Do not use **will** in situations like these. (See also Unit 20C.)

In other situations, it is safer to use **will**:

- Tom **will** probably arrive at about 8 o'clock.
- I think Ann **will** like the present we bought for her.

EXERCISES

23.1 *Complete the sentences using* **will ('ll)** *or* **going to.**

1 A: Why are you turning on the television?
B: I'm going to watch the news. (I/watch)
2 A: Oh, I've just realised. I haven't got any money.
B: Haven't you? Well, don't worry. you some. (I/lend)
3 A: I've got a headache.
B: Have you? Wait there and an aspirin for you. (I/get)
4 A: Why are you filling that bucket with water?
B: the car. (I/wash)
5 A: I've decided to repaint this room.
B: Oh, have you? What colour it? (you/paint)
6 A: Where are you going? Are you going shopping?
B: Yes, something for dinner. (I/buy)
7 A: I don't know how to use this camera.
B: It's quite easy. you. (I/show)
8 A: What would you like to eat?
B: a sandwich, please. (I/have)
9 A: Did you post that letter for me?
B: Oh, I'm sorry. I completely forgot. it now. (I/do)
10 A: The ceiling in this room doesn't look very safe, does it?
B: No, it looks as if down. (it/fall)
11 A: Has George decided what to do when he leaves school?
B: Oh, yes. Everything is planned. a holiday for a few weeks and then a computer programming course. (he/have, he/do)

23.2 *Read the situations and complete the sentences using* **will ('ll)** *or* **going to.**

1 The phone rings and you answer. Somebody wants to speak to Jim.
CALLER: Hello. Can I speak to Jim, please?
YOU: Just a moment. him. (I/get)
2 It's a nice day. You've decided to sit in the garden. Before going outside, you tell your friend.
YOU: The weather's too nice to stay indoors. in the garden. (I/sit)
FRIEND: That's a good idea. I think you. (I/join)
3 Your friend is worried because she has lost an important letter.
YOU: Don't worry about the letter. I'm sure it. (you/find)
FRIEND: I hope so.
4 There was a job advertised in the paper recently. At first you were interested but then you decided not to apply.
FRIEND: Have you decided what to do about that job that was advertised?
YOU: Yes, for it. (I/not/apply)
5 You and a friend come home very late. Other people in the house are asleep. Your friend is noisy.
YOU: Shhh! Don't make so much noise. everybody up. (you/wake)
6 John has to go to the airport to catch a plane tomorrow morning.
JOHN: Ann, I need somebody to take me to the airport tomorrow morning.
ANN: That's no problem. you. (I/take) What time is your flight?
JOHN: 10.50.
ANN: OK. at about 9 o'clock then. (we/leave)
Later that day, Joe offers to take John to the airport.
JOE: John, do you want me to take you to the airport?
JOHN: No thanks, Joe. me. (Ann/take)

UNIT 24

Will be doing and will have done

Study this example situation:

> Kevin loves football and this evening there is a big football match on television. The match begins at 7.30 and ends at 9.15. Paul wants to see Kevin the same evening and wants to know what time to come to his house.
>
> PAUL: Is it all right if I come at about 8.30?
> KEVIN: No, I'll **be watching** the football then.
> PAUL: Well, what about 9.30?
> KEVIN: Fine. The match **will have finished** by then.

'I **will be doing** something' (*future continuous*) = I will be in the middle of doing something. The football match begins at 7.30 and ends at 9.15. So during this time, for example at 8.30, Kevin **will be watching** the match. Another example:

- I'm going on holiday on Saturday. This time next week **I'll be lying** on a beach or **swimming** in the sea.

Compare **will be** (do)**ing** and **will** (do):

- Don't phone me between 7 and 8. We'**ll be having** dinner then.
- Let's wait for Mary to arrive and then we'**ll have** dinner.

Compare **will be -ing** with other continuous forms:

- At 10 o'clock yesterday, Sally **was** in her office. She **was working**. (*past*)
  It's 10 o'clock now. She **is** in her office. She is **working**. (*present*)
  At 10 o'clock tomorrow, she **will be** in her office. She **will be working**.

We also use **will be doing** in a different way: to talk about *complete* actions in the future:

- A: If you see Sally, can you ask her to phone me?
  B: Sure. **I'll be seeing** her this evening, so I'll tell her then.
- What time **will** your friends **be arriving** tomorrow?

In these examples **will be -ing** is similar to the present continuous for the future. (See Unit 19A.)

You can use **Will you be -ing...?** to ask about somebody's plans, especially if you want something or want them to do something. For example:

- A: **Will you be passing** the post office when you're out?
  B: Probably. Why?
  A: I need some stamps. Could you get me some?
- A: **Will you be using** your bicycle this evening?
  B: No. Do you want to borrow it?

We use **will have** (**done**) (*future perfect*) to say that something will already be complete. Kevin's football match ends at 9.15. So after this time, for example at 9.30, the match **will have finished**. Some more examples:

- Sally always leaves for work at 8.30 in the morning, so she won't be at home at 9 o'clock. She'**ll have gone** to work.
- We're late. The film **will** already **have started** by the time we get to the cinema.

Compare **will have** (**done**) with other perfect forms:

- Ted and Amy **have been** married for 24 years. (*present perfect*)
  Next year they **will have been** married for 25 years.
  When their first child was born, they **had been** married for three years. (*past perfect*)

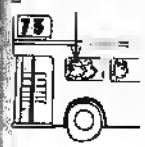
EXERCISES

24.1 *Read about Colin. Then you have to tick (✓) the sentences which are true. In each group of sentences at least one is true.*

Colin goes to work every day. He leaves home at 8 o'clock and arrives at work at about 8.45. He starts work immediately and continues until 12.30 when he has lunch (which takes about half an hour). He starts work again at 1.15 and goes home at exactly 4.30. Every day he follows the same routine and tomorrow will be no exception.

1

At 7.45
a he'll be leaving the house
b he'll have left the house
c he'll be at home ✓
d he'll be having breakfast ✓

2 

At 8.15
a he'll be leaving the house
b he'll have left the house
c he'll have arrived at work
d he'll be arriving at work

3

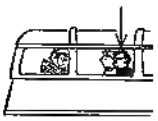
At 9.15
a he'll be working
b he'll start work
c he'll have started work
d he'll be arriving at work

4

At 12.45
a he'll have lunch
b he'll be having lunch
c he'll have finished his lunch
d he'll have started his lunch

5

At 4 o'clock
a he'll have finished work
b he'll finish work
c he'll be working
d he won't have finished work

6 

At 4.45
a he'll leave work
b he'll be leaving work
c he'll have left work
d he'll have arrived home

24.2 *Put the verb into the correct form,* **will be** (do)**ing** *or* **will have** (done).

1 Don't phone me between 7 and 8. We'll be having (we/have) dinner then.
2 Phone me after 8 o'clock. _____ (we/finish) dinner by then.
3 Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, _____ (we/play) tennis.
4 A: Can we meet tomorrow afternoon?
B: Not in the afternoon. _____ (I/work).
5 *B has to go to a meeting which begins at 10 o'clock. It will last about an hour.*
A: Will you be free at 11.30?
B: Yes, _____ (the meeting/finish) by that time.
6 Tom is on holiday and he is spending his money very quickly. If he continues like this, _____ (he/spend) all his money before the end of his holiday.
7 Chuck came to Britain from the USA nearly three years ago. Next Monday it will be exactly three years. So on Monday, _____ (he/be) in Britain for exactly three years.
8 Do you think _____ (you/still/do) the same job in ten years' time?
9 Jane is from New Zealand. She is travelling around Europe at the moment. So far she has travelled about 1,000 miles. By the end of the trip, _____ (she/travel) more than 3,000 miles.
10 If you need to contact me, _____ (I/stay) at the Lion Hotel until Friday.
11 A: _____ (you/see) Laura tomorrow?
B: Yes, probably. Why?
A: I borrowed this book from her. Can you give it back to her?

UNIT 25

When I do / When I've done When and if

Study these examples:

A: What time will you phone me tomorrow?
B: I'll phone you **when** I **get** home from work.

'I'll phone you when I get home from work' is a sentence with two parts:
the main part: **'I'll** phone you'
and *the* **when**-*part:* **'when** I **get** home from work (tomorrow)'
The time in the sentence is future ('tomorrow') but we use a *present* tense (**get**) in the **when** part of the sentence.
We do *not* use **will** in the **when**-part of the sentence:

- We'll go out **when** it **stops** raining. (*not* 'when it will stop')
- **When** you **are** in London again, you must come and see us. (*not* 'when you will be')
- *(said to a child)* What do you want to be **when** you **grow** up? (*not* 'will grow')

The same thing happens after: **while** **before** **after** **as soon as** **until** *or* **till**

- I'm going to read a lot of books **while I'm** on holiday. (*not* 'while I will be')
- I'm going back home on Sunday. **Before I go**, I'd like to visit the museum.
- Wait here **until** (*or* **till**) I **come** back.

You can also use the *present perfect* (**have done**) after **when / after / until / as soon as:**

- Can I borrow that book **when you've finished** it?
- Don't say anything while Ian is here. Wait **until** he **has gone.**

It is often possible to use the present simple or the present perfect:

- I'll come **as soon as** I **finish.** *or* I'll come **as soon as I've finished.**
- You'll feel better **after** you **have** something to eat. *or* You'll feel better **after** you've **had** something to eat.

But do not use the present perfect if two things *happen together*. The present perfect shows that one thing will be complete *before* the other (so the two things do *not* happen together).
Compare:

- **When I've phoned** Kate, we can have dinner.
  (= First I'll phone Kate and after that we can have dinner.)

but

- **When** I **phone** Kate this evening, I'll invite her to the party. (*not* 'when I've phoned')
  (In this example, the two things happen together.)

After **if**, we normally use the present simple (**if** I **do / if** I see etc.) for the future:

- It's raining hard. We'll get wet **if** we **go** out. (*not* 'if we will go')
- Hurry up! **If** we **don't hurry**, we'll be late.

Compare **when** and **if:**
We use **when** for things which are *sure* to happen:

- I'm going shopping this afternoon. (for sure) **When** I go shopping, I'll buy some food.

We use **if** (*not* 'when') for things that will *possibly* happen:

- I might go shopping this afternoon. (it's possible) **If** I go shopping, I'll buy some food.
- If it is raining this evening, I won't go out. (*not* 'when it is raining')
- Don't worry **if** I'm late tonight. (*not* 'when I'm late')
- If they don't come soon, I'm not going to wait. (*not* 'when they don't come')

If → UNITS 37–39 Even if/when → UNIT 111D Unless → UNIT 114A

EXERCISES

25.1 *Complete these sentences using the verbs in brackets. All the sentences are about the future. Use* will/won't *or the present simple* (I see / he plays / it is etc.).

1 I'll phone (phone) you when I get (get) home from work.
2 I want to see Margaret before she _____ (go) out.
3 We're going on holiday tomorrow. I _____ (tell) you all about it when we _____ (come) back.
4 Brian looks very different now. When you _____ (see) him again, you _____ (not/recognise) him.
5 We must do something soon before it _____ (be) too late.
6 I don't want to go without you. I _____ (wait) until you _____ (be) ready.
7 Sue has applied for the job but she isn't very well qualified for it. I _____ (be) surprised if she _____ (get) it.
8 I'd like to play tennis tomorrow if the weather _____ (be) nice.
9 I'm going out now. If anybody _____ (phone) while I _____ (be) out, can you take a message?

25.2 *Make one sentence from two.*

1 You will be in London again. You must come and see us then.
You must come and see us when you are in London again.
2 I'll find somewhere to live. Then I'll give you my address.
I _____ when _____.
3 I'll do the shopping. Then I'll come straight back home.
_____. after _____.
4 It's going to start raining. Let's go home before that
_____ before _____.
5 She must apologise to me first. I won't speak to her until then.
_____. until _____.

25.3 *Read the situations and complete the sentences.*

1 A friend of yours is going to visit London. You want to know where she is going to stay.
You ask: Where are you going to stay when you are in London?
2 A friend of yours is visiting you. She has to go soon but maybe there's time for a cup of tea.
You ask: Would you like a cup of tea before _____?
3 Your friend is reading the newspaper. You'd like it after her.
You ask: Can I have the newspaper when _____?
4 You want to sell your car. Jim is interested in buying it but he hasn't decided yet.
You ask: Can you let me know as soon as _____?
5 There are serious traffic problems in your town but they are building a new road.
You say: I think it will be better when _____.

25.4 *Put in* **when** *or* **if.**

1 Don't worry if I'm late tonight.
2 Tom might phone while I'm out this evening. _____ he does, can you take a message?
3 I'm going to Rome next week. _____ I'm there, I hope to visit a friend of mine.
4 I think Jill will get the job. I'll be very surprised _____ she doesn't get it.
5 I'm going shopping. _____ you want anything, I can get it for you.
6 I'm going away for a few days. I'll phone you _____ I get back.
7 I want you to come to the party but _____ you don't want to come, that's all right.
8 We can eat at home or, _____ you prefer, we can go to a restaurant.

UNIT 26

Can, could and (be) able to

We use **can** to say that something is possible or that somebody has the ability to do something. We use **can** + *infinitive* (**can do / can see** etc.):

- We **can see** the lake from our bedroom window.
- **Can** you **speak** any foreign languages?
- I **can come** and see you tomorrow if you like.

The negative is **can't** (= **cannot**):

- I'm afraid I **can't come** to the party on Friday.

(**Be**) **able to**... is possible instead of **can**, but **can** is more usual:

- **Are** you **able to speak** any foreign languages?

But **can** has only two forms, **can** *(present)* and **could** *(past)*. So sometimes it is necessary to use (**be**) **able to**... . Compare:

- I **can't** sleep.

but I **haven't been able to** sleep recently. (**can** has no present perfect)

- Tom **can** come tomorrow.

but Tom **might be able to** come tomorrow. (**can** has no infinitive)

Could and **was able to**...

Sometimes **could** is the past of **can**. We use **could** especially with:

see **hear** **smell** **taste** **feel** **remember** **understand**

- When we went into the house, we **could smell** burning.
- She spoke in a very low voice, but I **could understand** what she said.

We also use **could** to say that somebody had the general ability or permission to do something:

- My grandfather **could speak** five languages.
- We were completely free. We **could do** what we wanted. (= we were allowed to do. .)

We use **could** for *general* ability. But if we are talking about what happened *in a particular situation*, we use **was/were able to**... or **managed to**... (*not* **could**):

- The fire spread through the building quickly but everybody **was able to escape**. *or* ...everybody **managed to escape**. (*but not* 'could escape')
- They didn't want to come with us at first but we **managed to persuade** them. *or* ...we **were able to** persuade them. (*but not* 'could persuade')

Compare:

- Jack was an excellent tennis player. He **could beat** anybody. (= he had the general ability to beat anybody)

but

- Jack and Alf had a game of tennis yesterday. Alf played very well but in the end Jack **managed to beat** him. *or* ...**was able to beat** him. (= he managed to beat him in this particular game)

The negative **couldn't** (**could not**) is possible in all situations:

- My grandfather **couldn't swim**.
- We tried hard but we **couldn't persuade** them to come with us.
- Alf played well but he **couldn't beat** Jack.

Could (do) and could have (done) → UNIT 27 **Must and can't** → UNIT 28 **Can/Could you ...?** → UNIT 36

EXERCISES

26.1 *Complete the sentences using* **can** *or* **(be) able to**. *Use* **can** *if possible; otherwise use* **(be) able to**.

1 George has travelled a lot. He *can* speak four languages.
2 I haven't *been able to* sleep very well recently
3 Sandra _____ drive but she hasn't got a car.
4 I can't understand Martin. I've never _____ understand him.
5 I used to _____ stand on my head but I can't do it now.
6 I can't see you on Friday but I _____ meet you on Saturday morning.
7 Ask Catherine about your problem. She might _____ help you.

26.2 *Write sentences about yourself using the ideas in brackets.*

1 (something you used to be able to do) *I used to be able to sing well.*
2 (something you used to be able to do) I used _____
3 (something you would like to be able to do)
I'd _____
4 (something you have never been able to do)
I've _____

26.3 *Complete the sentences with* **can / can't / could / couldn't** *+ one of these verbs:*

~~come~~ eat hear run sleep wait

1 I'm afraid I *can't come* to your party next week.
2 When Tim was 16, he was a fast runner. He _____ 100 metres in 11 seconds.
3 'Are you in a hurry?' 'No, I've got plenty of time. I _____.'
4 I was feeling sick yesterday. I _____ anything.
5 Can you speak up a bit? I _____ you very well.
6 'You look tired.' 'Yes, I _____ last night.'

26.4 *Complete the answers to the questions with* **was/were able to**.

1 A: Did everybody escape from the fire?
B: Yes. Although the fire spread quickly, everybody *was able to escape.*
2 A: Did you have difficulty finding Ann's house?
B: Not really. Ann had given us good directions and we _____
3 A: Did you finish your work this afternoon?
B: Yes. There was nobody to disturb me, so _____
4 A: Did the thief get away?
B: Yes. No one realised what was happening and the thief _____

26.5 *Complete the sentences using* **could, couldn't** *or* **was/were able to**.

1 My grandfather was a very clever man. He *could* speak five languages.
2 I looked everywhere for the book but I *couldn't* find it.
3 They didn't want to come with us at first but we *were able to* persuade them.
4 Laura had hurt her leg and _____ walk very well.
5 Sue wasn't at home when I phoned but I _____ contact her at her office.
6 I looked very carefully and I _____ see a figure in the distance.
7 I wanted to buy some tomatoes. The first shop I went to didn't have any but I _____ get some in the next shop.
8 My grandmother loved music. She _____ play the piano very well.
9 A girl fell into the river but fortunately we _____ rescue her.
10 I had forgotten to bring my camera so I _____ take any photographs.

UNIT 27

Could (do) and could have (done)

We use **could** in a number of ways. Sometimes **could** is the past of **can** (see Unit 26C):

- Listen. I **can hear** something. *(now)*
- I listened. I **could hear** something. *(past)*

But **could** is not only used in this way. We also use **could** to talk about possible actions *now* or *in the future* (especially to make a suggestion). For example:

- A: What shall we do this evening?
  B: We **could go** to the cinema.
- It's a nice day. We **could go** for a walk.
- When you go to New York next month, you **could stay** with Barbara.
- A: If you need money, why don't you ask Karen?
  B: Yes, I suppose I **could**.

Can is also possible in these sentences ('We **can** go for a walk.' etc.). **Could** is less sure than **can**. You *must* use **could** (*not* 'can') when you don't really mean what you say. For example:

- I'm so angry with him. I **could** kill him! (*not* 'I can kill him')

We also use **could** to say that something is possible now or in the future:

- The phone is ringing. It **could be** Tim.
- I don't know when they'll be here. They **could arrive** at any time.

Can is *not* possible in these examples (*not* 'It can be Tim').
In these sentences **could** is similar to **might** (see Units 29–30):

- The phone is ringing. It **might** be Tim.

Compare **could (do)** and **could have (done)**:

- I'm so tired. I **could sleep** for a week. *(now)*
- I was so tired. I **could have slept** for a week. *(past)*

Most often, we use **could have** (done) for things which were possible but did *not* happen:

- Why did you stay at a hotel when you went to New York? You **could have stayed** with Barbara. (= you had the opportunity to stay with her but you didn't)
- Jack fell off a ladder yesterday but he's all right. He's lucky – he **could have hurt** himself badly. (but he didn't hurt himself)
- The situation was bad but it **could have been** worse.

Sometimes **could** means 'would be able to...':

- We **could go** away if we had enough money. (= we would be able to go away)
- I don't know how you work so hard. I **couldn't do** it.

Could have (done) = would **have been** able to (do):

- Why didn't Liz apply for the job? She **could have got** it.
- We **could have gone** away if we'd had enough money.
- The trip was cancelled last week. Paul **couldn't have gone** anyway because he was ill. (= he wouldn't have been able to go)
- You did very well to pass the exam. I'm sure I **couldn't have passed** it. (= I wouldn't have been able to pass it if I had taken it)

Couldn't have (done) → UNIT 28B **Could and might** → UNIT 29C **Could I/you. ?** → UNIT 36
Could with if → UNITS 37C, 38E and 39D

EXERCISES

27.1 *Answer the questions with a suggestion. Use* could.

1	Where shall we go for our holidays?	(to Scotland) We could go to Scotland.
2	What shall we have for dinner tonight?	(fish) We _____
3	What shall I give Ann for her birthday?	(a book) You _____
4	When shall I phone Angela?	(now) _____
5	When shall we go and see Tom?	(on Friday) _____
6	Where shall we hang this picture?	(in the kitchen) _____

27.2 *Put in* can *or* could. *Sometimes either word is possible.*

1 'The phone is ringing. Who do you think it is?' 'It could be Tim.'
2 I'm really hungry. I _____ eat a horse!
3 If you're very hungry, we _____ have dinner now.
4 It's so nice here. I _____ stay here all day but unfortunately I have to go.
5 'I can't find my bag. Have you seen it?' 'No, but it _____ be in the car.'
6 Peter is a keen musician. He plays the flute and he _____ also play the piano.
7 'What shall we do?' 'There's a film on television. We _____ watch that.'
8 The weather is nice now but it _____ change later.

27.3 *Complete the sentences. Use* could *or* could have + *a suitable verb.*

1 A: What shall we do this evening? B: I don't mind. We could go to the cinema.
2 A: I had a very boring evening at home yesterday.
B: Why did you stay at home? You _____ to the cinema.
3 A: There's an interesting job advertised in the paper. You _____ for it.
B: What sort of job is it? Show me the advertisement.
4 A: Did you go to the concert last night?
B: No. We _____ but we decided not to.
5 A: Where shall we meet tomorrow?
B: Well, I _____ to your house if you like.

27.4 *Read this information about Ken:*

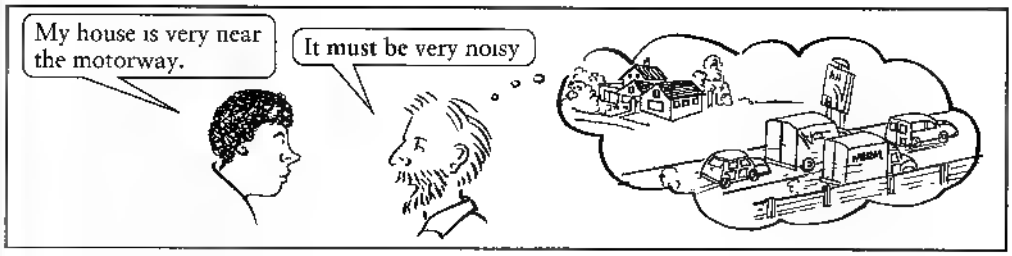
Ken didn't do anything on Saturday evening.
Ken doesn't know anything about machines.
Ken was free on Monday afternoon.
Ken was short of money last week.
~~Ken's car was stolen on Monday.~~
Ken had to work on Friday evening.

Some people wanted Ken to do different things last week but they couldn't contact him. So he didn't do any of these things. You have to say whether he could have done or couldn't have done them.

1 Ken's aunt wanted him to drive her to the airport on Tuesday.
He couldn't have driven her to the airport (because his car had been stolen).
2 A friend of his wanted him to go out for a meal on Friday evening.
Ken _____
3 Another friend wanted him to play tennis on Monday afternoon.
Ken _____
4 Jack wanted Ken to lend him £50 last week.
_____
5 Jane wanted Ken to come to her party on Saturday evening.
He _____
6 Ken's mother wanted him to repair her washing machine.
_____

28 Must and can't

Study this example:



We use **must** to say that we feel sure something is true:

- You've been travelling all day. You **must be** tired. (Travelling is tiring and you've been travelling all day, so you **must** be tired.)
- 'Jim is a hard worker.' 'Jim? A hard worker? You **must be joking**. He's very lazy.'
- Carol **must get** very bored in her job. She does the same thing every day.

We use **can't** to say that we feel sure something is not possible:

- You've just had lunch. You **can't be** hungry already. (People are not normally hungry just after eating a meal. You've just eaten, so you **can't** be hungry.)
- Brian said he would definitely be here before 9.30. It's 10 o'clock now and he's never late. He **can't be coming**.
- They haven't lived here for very long. They **can't know** many people.

Study the structure:

I/you/he (etc.)	**must** **can't**	**be** (tired / hungry / at work etc.) **be** (doing / coming / joking etc.) **do / go / know / have** etc.

For the past we use **must have (done)** and **can't have (done)**. Study this example:

George is outside his friends' house.
He has rung the doorbell three times but nobody has answered.

They **must have gone** out.
(otherwise they would have answered)

- The phone rang but I didn't hear it. I **must have been** asleep.
- I've lost one of my gloves. I **must have dropped** it somewhere.
- Jane walked past me without speaking. She **can't have seen** me.
- Tom walked straight into a wall. He **can't have been looking** where he was going.

Study the structure:

I/you/he (etc.)	**must** **can't**	**have**	**been** (asleep / at work etc.) **been** (doing / working etc.) **done / gone / known / had** etc.

Couldn't have... is possible instead of **can't have...**:

- She **couldn't have** seen me.
- Tom **couldn't have been looking** where he was going.

Can't ('I can't swim' etc.) → UNIT 26 **Must** ('I must go' etc.) → UNITS 31–32

EXERCISES

28.1 *Put in* must *or* can't.

1 You've been travelling all day. You must be very tired.
2 That restaurant _____ be very good. It's always full of people.
3 That restaurant _____ be very good. It's always empty.
4 You're going on holiday next week. You _____ be looking forward to it.
5 It rained every day during their holiday, so they _____ have had a very nice time.
6 Congratulations on passing your exam. You _____ be very pleased.
7 You got here very quickly. You _____ have walked very fast.
8 Bill and Sue go away on holiday very often, so they _____ be short of money.

28.2 *Complete the sentences with a verb in the correct form.*

1 I've lost one of my gloves. I must have dropped it somewhere.
2 They haven't lived here for long. They can't know many people.
3 Ted isn't at work today. He must _____ ill.
4 Ted wasn't at work last week. He must _____ ill.
5 *(The doorbell rings)* I wonder who that is. It can't _____ Mary. She's still at work at this time.
6 Carol knows a lot about films. She must _____ to the cinema a lot.
7 Look. Jack is putting on his hat and coat. He must _____ out.
8 I left my bike outside the house last night and this morning it isn't there any more. Somebody must _____ it.
9 Ann was in a very difficult situation. It can't _____ easy for her.
10 There is a man walking behind us. He has been walking behind us for the last 20 minutes. He must _____ us.

28.3 *Read the situations and use the words in brackets to write sentences with* **must have** *and* **can't have.**

1 The phone rang but I didn't hear it. (I / asleep)
I must have been asleep.
2 Jane walked past me without speaking. (she / see / me)
She can't have seen me.
3 The jacket you bought is very good quality. (it / very expensive)
_____
4 I haven't seen the people next door for ages. (they / go away)
_____
5 I can't find my umbrella. (I / leave / it in the restaurant last night)
_____
6 Don't passed the exam without studying for it. (the exam / very difficult)
_____
7 She knew everything about our plans. (she / listen / to our conversation)
_____
8 Fiona did the opposite of what I asked her to do. (she / understand / what I said)
_____
9 When I woke up this morning, the light was on. (I / forget / to turn it off)
_____
10 The lights were red but the car didn't stop. (the driver / see / the red light)
_____
11 I was woken up in the middle of the night by the noise next door. (the neighbours / have / a party)
_____

UNIT 29

May and **might** (1)

Study this example situation:

You are looking for Bob. Nobody is sure where he is but you get some suggestions.

He **may be** in his office. (= perhaps he is in his office)

He **might be having** lunch. (= perhaps he is having lunch)

Ask Ann. She **might know**. (= perhaps she knows)

We use **may** or **might** to say that something is a possibility. Usually you can use **may** or **might**, so you can say:

- It **may** be true. *or* It **might** be true. (= perhaps it is true)
- She **might** know. *or* She **may** know.

The negative forms are **may not** and **might not** (*or* **mightn't**):

- It **might not** be true. (= perhaps it isn't true)
- I'm not sure whether I can lend you any money. I **may not** have enough. (= perhaps I don't have enough)

Study the structure:

I/you/he (etc.)	**may** **might**	(not)	**be** (true / in his office etc.) **be** (doing / working / having etc.) **do / know / have / want** etc.

For the past we use **may have (done)** or **might have (done)**:

- A: I wonder why Kay didn't answer the phone.
  B: She **may have been** asleep. (= perhaps she was asleep)
- A: I can't find my bag anywhere.
  B: You **might have left** it in the shop. (= perhaps you left it in the shop)
- A: I was surprised that Sarah wasn't at the meeting.
  B: She **might not have known** about it. (= perhaps she didn't know)
- A: I wonder why Colin was in such a bad mood yesterday.
  B: He **may not have been** feeling well. (= perhaps he wasn't feeling well)

Study the structure:

I/you/he (etc.)	**may** **might**	(**not**) **have**	**been** (asleep / at home etc.) **been** (doing / waiting etc.) **done / known / had / seen** etc.

Sometimes **could** has a similar meaning to **may** and **might**:

- The phone's ringing. It **could be** Tim. (= it may/might be Tim)
- You **could have left** your bag in the shop. (= you may/might have left it...)

But **couldn't** *(negative)* is different from **may not** and **might not**. Compare:

- She was too far away, so she **couldn't have seen** you. (= it is not possible that she saw you)
- A: I wonder why she didn't say hello.
  B: She **might not have seen** you. (= perhaps she didn't see you; perhaps she did)

Could → UNIT 27 **May/might (2)** → UNIT 30 **May I ?** → UNIT 36

EXERCISES

29.1 *Write these sentences in a different way using* **may** *or* **might**.

1 Perhaps Margaret is in her office. She might be in her office.
2 Perhaps Margaret is busy.
3 Perhaps she is working.
4 Perhaps she wants to be alone.
5 Perhaps she was ill yesterday.
6 Perhaps she went home early.
7 Perhaps she had to go home early.
8 Perhaps she was working yesterday.

In sentences 9–11 use **may not** *or* **might not**.

9 Perhaps she doesn't want to see me.
10 Perhaps she isn't working today.
11 Perhaps she wasn't feeling well yesterday.

29.2 *Complete the sentences with a verb in the correct form.*

1 'Where's Bob?' 'I'm not sure. He might be having lunch.'
2 'Who is that man with Ann?' 'I'm not sure. It might _____ her brother.'
3 'Who was the man we saw with Ann yesterday?' 'I'm not sure. It might _____ her brother.'
4 'Why are those people waiting in the street?' 'I don't know. They might _____ for a bus.'
5 'Shall I buy this book for Tim?' 'You'd better not. He might already _____ it.'

29.3 *Read the situations and make sentences from the words in brackets. Use* **may** *or* **might**.

1 I can't find George anywhere. I wonder where he is.
a (he / go / shopping) He may have gone shopping.
b (he / play / tennis) He might be playing tennis.
2 I'm looking for Helen. Do you know where she is?
a (she / watch / TV / in her room) _____
b (she / go / out) _____
3 I can't find my umbrella. Have you seen it?
a (it / be / in the car) _____
b (you / leave / in the restaurant last night) _____
4 Why didn't Tom answer the doorbell? I'm sure he was in the house at the time.
a (he / be / in the bath) _____
b (he / not / hear / the bell) _____

29.4 *Complete the sentences using* **might not** *or* **couldn't**.

1 A: Do you think she saw you?
B: No, she was too far away. She couldn't have seen me.
2 A: I wonder why she didn't say hello. Perhaps she didn't see me.
B: That's possible. She might not have seen you.
3 A: I wonder why Ann didn't come to the party. Perhaps she wasn't invited.
B Yes, it's possible. She _____
4 A: Tom loves parties. I'm sure he would have come to the party if he'd been invited.
B: I agree. He _____
5 A: I wonder how the fire started. Do you think it was an accident?
B: No, the police say it _____
6 A: How did the fire start? I suppose it was an accident.
B: Well, the police aren't sure. They say it _____

UNIT 30

May and **might** (2)

We use **may** and **might** to talk about possible actions or happenings in the future:

- I haven't decided yet where to spend my holidays. I **may go** to Ireland. (= perhaps I will go to Ireland)
- Take an umbrella with you when you go out. It **might rain** later. (= perhaps it will rain)
- The bus doesn't always come on time. We **might have** to wait a few minutes. (= perhaps we will have to wait)

The negative forms are **may not** and **might not** (**mightn't**):

- Ann **may not come** to the party tonight. She isn't well. (= perhaps she will not come)
- There **might not be** a meeting on Friday because the director is ill. (= perhaps there will not be a meeting)

Usually it doesn't matter whether you use may or **might**. So you can say:

- I **may go** to Ireland. *or* I **might go** to Ireland.
- Jane **might be** able to help you. *or* Jane **may be** able to help you.

But we use only **might** (*not* **may**) when the situation is *not real*:

- If I knew them better, I **might** invite them to dinner.
  (The situation here is not real because I *don't* know them very well, so I'm *not* going to invite them. 'May' is not possible in this example.)

There is also a continuous form: **may/might be -ing**. Compare this with **will be -ing**:

- Don't phone at 8.30. I'll **be watching** the football on television.
- Don't phone at 8.30. I **might be watching** (*or* I **may** be **watching**) the football on television. (= perhaps I'll be watching it)

For **will be -ing** see Unit 24.

We also use **may/might be -ing** for possible plans. Compare:

- I'm **going** to Ireland in July. (for sure)
- I **may be going** (*or* I **might be going**) to Ireland in July. (possible)

But you can also say '**I may go** (*or* I **might go**) to Ireland...' with little difference of meaning.

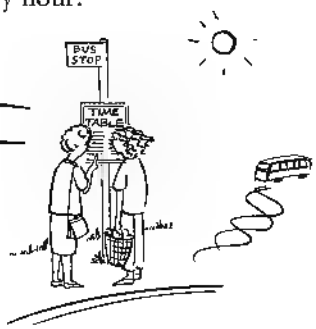
Might as well / may as well

Study this example:

Helen and Clare have just missed the bus. The buses run every hour.

What shall we do? Shall we walk?

We **might as well**. It's a nice day and I don't want to wait here for an hour.



'(We) **might as well** do something' = (We) should do something because there is nothing better to do and there is no reason not to do it.
You can also say '**may as well**'.

- A: What time are you going?
  B: Well, I'm ready, so I **might as well go** now. (*or* ...I **may as well go** now)
- The buses are so expensive these days, you **might as well get** a taxi. (= taxis are just as good, no more expensive)

May/might (1) → UNIT 29 May I ? → UNIT 36 Might with if → UNITS 37C, 39D

EXERCISES

30.1 *Write sentences with* **may** *or* **might**.

1 Where are you going for your holidays? (to Ireland???)
I haven't decided yet. I may go to Ireland.
2 What sort of car are you going to buy? (a Mercedes???)
I'm not sure yet. I _____
3 What are you doing this weekend? (go to London???)
I haven't decided yet. _____
4 Where are you going to hang that picture? (in the dining room???)
I haven't made up my mind yet. _____
5 When is Tom coming to see us? (on Saturday???)
I don't know yet. _____
6 What is Julia going to do when she leaves school? (go to university???)
I hasn't decided yet. _____

30.2 *Complete the sentences using* **might** + *one of these verbs:*

bite break need ~~rain~~ slip wake

1 Take an umbrella with you when you go out. It might rain later.
2 Don't make too much noise. You _____ the baby.
3 Be careful of that dog. It _____ you.
4 I don't think we should throw that letter away. We _____ it later.
5 Be careful. The footpath is very icy. You _____
6 I don't want the children to play in this room. They _____ something.

30.3 *Complete the sentences using* **might be able to** *or* **might have to** + *a suitable verb.*

1 I can't help you but why don't you ask Jill? She might be able to help you.
2 I can't meet you this evening but I _____ you tomorrow evening.
3 I'm not working on Saturday but I _____ on Sunday.
4 George isn't well. He _____ to hospital for an operation.

30.4 *Write sentences with* **may not** *or* **might not**.

1 (I don't know if Ann will come to the party.) Ann might not come to the party.
2 (I don't know if I'll go out this evening.) I _____
3 (I don't know if Tom will like the present I bought for him.)
Tom _____
4 (I don't know if Sue will be able to meet us this evening.)
_____

30.5 *Read the situations and make sentences with* **may/might as well**.

1 You and a friend have just missed the bus. The buses run every hour.
You say: We'll have to wait an hour for the next bus. We might as well walk.
2 You have a free ticket for a concert. You're not very keen on the concert but you decide to go. You say: I _____ to the concert. It's a pity to waste a free ticket.
3 You're in a café with a friend. You've finished your drinks. It's a nice café and there is no reason to go now, so why not have another drink?
You say: We _____. What would you like?
4 You and a friend are at home. You are bored. There's a film on TV starting in a few minutes.
You say: _____. There's nothing else to do.

UNIT 31

Must and have to

We use **must** and **have to** to say that it is necessary to do something. Sometimes it doesn't matter which you use:

- Oh, it's later than I thought. I **must** go. *or* I **have to** go.

But there is a difference between **must** and **have to** and sometimes this is important:

Must is personal. We use **must** when we give our personal feelings. 'You **must** do something' 'I (the speaker) say it is necessary': • She's a really nice person. You **must** meet her. (= *I* say this is necessary) • I haven't phoned Ann for ages. I **must** phone her tonight.	**Have to** is impersonal. We use **have to** for *facts*, not for our personal feelings. 'You **have to** do something' because of a rule or the situation: • You can't turn right here. You **have to** turn left. (because of the traffic system) • My eyesight isn't very good. I **have to** wear glasses for reading. • George can't come out with us this evening. He **has to** work.
Compare: • I **must** get up early tomorrow. There are a lot of things I want to do.	• I **have to** get up early tomorrow. I'm going away and my train leaves at 7.30.

If you are not sure which to use, it is usually safer to use **have to**.

You can use **must** to talk about the present or future, but not the past:

- We **must** go now.
- We **must** go tomorrow. (*but not* 'We must go yesterday')

You can use **have to** in all forms. For example:

- I **had to** go to hospital. *(past)*
- Have you ever **had to** go to hospital? *(present perfect)*
- I might **have to** go to hospital. *(infinitive* after **might**)

In questions and negative sentences with **have to**, we normally use **do/does/did**:

- What do I **have to** do to get a driving licence? (*not* 'What have I to do?')
- Why **did** you **have to** go to hospital?
- Karen **doesn't have to** work on Saturdays.

Mustn't and **don't have to** are completely different:

You **mustn't** do something = it is necessary that you do *not* do it (so, *don't* do it): • You **must** keep it a secret. You **mustn't** tell anyone. (= don't tell anyone) • I promised I would be on time. I **mustn't** be late. (= I must be on time)	You **don't have to** do something = you don't need to do it (but you can if you want): • You can tell me if you want but you **don't have to tell** me. (= you don't need to tell me) • I'm not working tomorrow, so I **don't have to get** up early.

You can use 'have **got** to' instead of 'have to'. So you can say:

- I've **got to** work tomorrow. *or* I **have to** work tomorrow.
- When **has** Ann got to go? *or* When **does** Ann **have to** go?

EXERCISES

31.1 *Complete these sentences with* **must** *or* **have to** *(in the correct form). Sometimes it is possible to use either; sometimes only* **have to** *is possible.*

1 It's later than I thought. I must or have to go now.
2 Jack left before the end of the meeting. He had to go home early.
3 In Britain many children _____ wear uniform when they go to school.
4 When you come to London again, you _____ come and see us.
5 Last night Don became ill suddenly. We _____ call a doctor.
6 You really _____ work harder if you want to pass the examination.
7 I'm afraid I can't come tomorrow. I _____ work late.
8 I'm sorry I couldn't come yesterday. I _____ work late.
9 Paul doesn't like his new job. Sometimes he _____ work at weekends.
10 Caroline may _____ go away next week.
11 We couldn't repair the car ourselves. We _____ take it to a garage.
12 Julia wears glasses. She _____ wear glasses since she was very young.

31.2 *Make questions with* **have to.**

1	I had to go to hospital last week.	Why did you have to go to hospital?
2	I have to get up early tomorrow.	Why _____ early?
3	Ann has to go somewhere now.	Where she _____
4	George had to pay a parking fine yesterday.	How much _____
5	I had to wait a long time for the bus.	How long _____
6	I have to phone my sister now.	Why _____
7	Paul has to leave soon.	What time _____

31.3 *Complete these sentences using* **don't / doesn't / didn't have to** *+ one of these verbs:*

do ~~get up~~ go go pay shave wait work

1 I'm not working tomorrow, so I don't have to get up early.
2 The car park is free – you _____ to park your car there.
3 I went to the bank this morning. There was no queue, so I _____
4 Sally is extremely rich. She _____
5 We've got plenty of time. We _____ yet.
6 Jack has got a beard, so he _____
7 I'm not particularly busy. I've got a few things to do but I _____ them now.
8 A man was slightly injured in the accident but he _____ to hospital.

31.4 *Complete these sentences with* **mustn't** *or* **don't/doesn't have to.**

1 I don't want anyone to know. You mustn't tell anyone.
2 He doesn't have to wear a suit to work but he usually does.
3 I can stay in bed tomorrow morning because I _____ go to work.
4 Whatever you do, you _____ touch that switch. It's very dangerous.
5 There's a lift in the building, so we _____ climb the stairs.
6 You _____ forget what I told you. It's very important.
7 Sue _____ get up early. She gets up early because she wants to.
8 Don't make so much noise. We _____ wake the baby.
9 I _____ eat too much. I'm supposed to be on a diet.
10 You _____ be a good player to enjoy a game of tennis.

UNIT 32

Must mustn't needn't

A Must mustn't needn't

'You **must** do something' = it is necessary that you do it:
- Don't tell anybody what I said. You **must** keep it a secret.
- We haven't got much time. We **must** hurry.

'You **mustn't** do something' = it is necessary that you do *not* do it (so don't do it):
- You **must** keep it a secret. You **mustn't** tell anybody else. (= don't tell anybody else)
- It's essential that nobody hears us. We **mustn't** make any noise.

'You **needn't** do something' = it is *not necessary* that you do it, you don't need to do it:
- You can come with me if you like but you **needn't come** if you don't want to. (= it is not necessary for you to come)
- We've got plenty of time. We **needn't hurry**. (= it is not necessary to hurry)

B

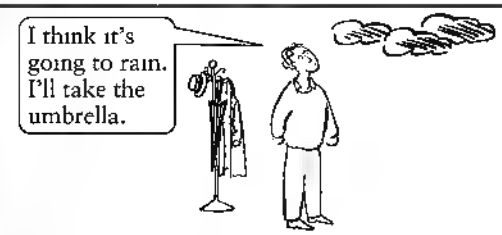
Instead of **needn't**, you can use **don't/doesn't need to**. So you can say:
- We **needn't** hurry. *or* We **don't need to** hurry.

Remember that we say 'don't need **to** do', but 'needn't **do**' (without to).

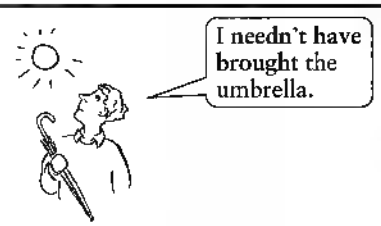
Needn't and **don't need to** are similar to **don't have to** (see Unit 31C):
- We've got plenty of time. We **don't have to** hurry.

C Needn't have (done)

Study this example situation:



George had to go out. He thought it was going to rain, so he decided to take the umbrella.



But it didn't rain, so the umbrella was not necessary. So:
He **needn't have taken** the umbrella.

'He **needn't have taken** the umbrella' = He took the umbrella but this was not necessary. Of course, he didn't know this when he went out.

Compare **needn't** (do) and **needn't have** (done):
- That shirt isn't dirty. You **needn't wash** it.
- Why did you wash that shirt? It wasn't dirty. You **needn't have washed** it.

D Didn't need to (do) and needn't have (done)

I **didn't need to**... = it was not necessary for me to... (and I knew this at the time):
- I **didn't need to** get up early, so I didn't.
- I **didn't need to** get up early, but it was a lovely morning, so I did.

'I **needn't have** (done) something' = I did something but *now I know* that it was not necessary:
- I got up very early because I had to get ready to go away. But in fact it didn't take me long to get ready. So, I **needn't have got** up so early. I could have stayed in bed longer.

EXERCISES

32.1 *Complete the sentences using* **needn't** + *one of these verbs:*

ask come explain ~~leave~~ tell walk

1 We've got plenty of time. We *needn't leave* yet.
2 I can manage the shopping alone. You _____ with me.
3 We _____ all the way home. We can get a taxi.
4 Just help yourself if you'd like something to eat. You _____ first.
5 We can keep this a secret between ourselves. We _____ anybody else.
6 I understand the situation perfectly. You _____ further.

32.2 *Complete the sentences with* **must, mustn't** *or* **needn't.**

1 We haven't got much time. We *must* hurry.
2 We've got plenty of time. We *needn't* hurry.
3 We have enough food at home so we _____ go shopping today.
4 Jim gave me a letter to post. I _____ remember to post it.
5 Jim gave me a letter to post. I _____ forget to post it.
6 There's plenty of time for you to make up your mind. You _____ decide now.
7 You _____ wash those tomatoes. They've already been washed.
8 This is a valuable book. You _____ look after it carefully and you _____ lose it.
9 'What sort of house do you want to buy? Something big?' 'Well, it _____ be big – that's not important. But it _____ have a nice garden – that's essential.'

32.3 *Read the situations and make sentences with* **needn't have.**

1 George went out. He took an umbrella because he thought it was going to rain. But it didn't rain. *He needn't have taken an umbrella.*
2 Ann bought some eggs when she went shopping. When she got home, she found that she already had plenty of eggs. She _____
3 A friend got angry with you and shouted at you. You think this was unnecessary. Later you say to him/her: You _____
4 Brian had no money, so he sold his car. A few days later he won some money in a lottery. He _____
5 When we went on holiday, we took the camera with us but we didn't use it in the end. _____
6 I thought I was going to miss my train so I rushed to the station. But the train was late and in the end I had to wait 20 minutes. _____

32.4 *Write two sentences for each situation. Use* **needn't have** *in the first sentence and* **could have** *in the second (as in the example). For* **could have** *see Unit 27.*

1 Why did you rush? Why didn't you take your time?
You needn't have rushed. You could have taken your time.
2 Why did you walk home? Why didn't you take a taxi?
_____
3 Why did you stay at a hotel? Why didn't you stay with us?
_____
4 Why did she phone me in the middle of the night? Why didn't she phone me in the morning?
_____
5 Why did you leave without saying anything? Why didn't you say goodbye to me?
_____

UNIT 33

Should (1)

A

You **should do** something = it is a good thing to do or the right thing to do. You can use **should** to give advice or to give an opinion:

- You look tired. You **should go** to bed.
- The government **should do** more to help homeless people.
- '**Should** we **invite** Susan to the party?' 'Yes, I think we **should**.'

We often use **should** with **I think / I don't think / Do you think...?**:

- **I think** the government **should do** more to help homeless people.
- **I don't think** you **should work** so hard.
- '**Do you think** I **should apply** for this job?' '**Yes, I think you should.**'

'You **shouldn't** do something' = it isn't a good thing to do:

- You **shouldn't believe** everything you read in the newspapers.

Should is not as strong as **must**:

- You **should** apologise. (= it would be a good thing to do)
- You **must** apologise. (= you have no alternative)

B

We also use **should** when something is not right or what we expect. For example:

- I wonder where Liz is. She **should be** here by now. (= she isn't here yet, and this is not normal)
- The price on this packet is wrong. It **should be** £1.20, not £1.50.
- Those boys **shouldn't be playing** football at this time. They **should be** at school.

We use **should** to say that we expect something to happen:

- She's been studying hard for the exam, so she **should pass**. (= I expect her to pass)
- There are plenty of hotels in the town. It **shouldn't be** difficult to find somewhere to stay (= I don't expect that it will be difficult)

C

'You **should have** done something' = you didn't do it but it would have been the right thing to do:

- It was a great party last night. You **should have come**. Why didn't you? (= you didn't come but it would have been good to come)
- I'm feeling sick. I **shouldn't have eaten** so much chocolate. (= I ate too much chocolate)
- I wonder why they're so late. They **should have been** here an hour ago.
- She **shouldn't have been listening** to our conversation. It was private.

Compare **should** (do) and **should have** (done):

- You look tired. You **should go** to bed now.
- You went to bed very late last night. You **should have gone** to bed earlier.

D

Ought to...

You can use **ought to** instead of **should** in the sentences on this page. Note that we say 'ought **to** do...' (with **to**):

- Do you think I **ought to apply** for this job? (= Do you think I **should apply**...?)
- Jack **ought not to go** to bed so late. (= Jack **shouldn't go**...)
- It was a great party last night. You **ought to have come**.
- She's been studying hard for the exam, so she **ought to pass**.

Should (2) → UNIT 34 **Should and had better** → UNIT 35B

EXERCISES

33.1 *For each situation write a sentence with* **should** *or* **shouldn't** *+ one of the following:*

~~go away for a few days~~ go to bed so late look for another job
put some pictures on the walls take a photograph use her car so much

1 (Liz needs a change.) She should go away for a few days.
2 (My salary is very low.) You
3 (Jack always has difficulty getting up.) He
4 (What a beautiful view!) You
5 (Sue drives everywhere. She never walks.) She
6 (Bill's room isn't very interesting.)

33.2 *Read the situations and write sentences with* **I think / I don't think...should...** .

1 Peter and Judy are planning to get married. You think it's a bad idea.
(get married) I don't think they should get married.
2 You don't like smoking, especially in restaurants.
(be banned) I think
3 I have a very bad cold but I plan to go out this evening. You don't think this is a good idea.
You say to me: (go out) .
4 You are fed up with the government. You think they have made too many mistakes.
(resign) .

33.3 *Complete the sentences with* **should (have)** *+ the verb in brackets.*

1 Margaret should pass the exam. She's been studying very hard. (pass)
2 You missed a great party last night. You should have come . (come)
3 We don't see you enough. You and see us more often. (come)
4 I'm in a difficult position. What do you think I ? (do)
5 I'm sorry that I didn't take your advice. I what you said. (do)
6 I'm playing tennis with Jill tomorrow. She – she's much better than me. (win)
7 We lost the match but we . We were the better team. (win)
8 'Is John here yet?' 'Not yet, but he here soon.' (be)
9 I posted the letter three days ago, so it by now. (arrive)

33.4 *Read the situations and write sentences with* **should/shouldn't**. *Some of the sentences are past and some are present.*

1 I'm feeling sick. I ate too much. I shouldn't have eaten so much.
2 That man on the motorbike isn't wearing a helmet. That's dangerous.
He . should be wearing a helmet.
3 When we got to the restaurant, there were no free tables. We hadn't reserved one.
We
4 The notice says that the shop is open every day from 8.30. It is 9 o'clock now but the shop isn't open yet.
5 The speed limit is 30 miles an hour, but Catherine is doing 50.
She
6 I went to Paris. A friend of mine lives in Paris but I didn't go to see him while I was there. When I saw him later, he said: You
7 I was driving behind another car. Suddenly, the driver in front stopped without warning and I drove into the back of his car. It wasn't my fault.
8 I walked into a wall. I wasn't looking where I was going.

UNIT 34

Should (2)

You can use **should** after a number of verbs, especially:
suggest **propose** **recommend** **insist** **demand**

- They **insisted** that we **should have** dinner with them.
- I **demanded** that he **should apologise**.
- What do you **suggest** I **should** do?

In the same way, you can use **should** after **suggestion/proposal/recommendation** etc.:

- What do you think of Jane's **suggestion** that I **should buy** a car?

and also after 'it's **important/vital/necessary/essential** that...' :

- It's **essential** that you **should** be here on time.

You can also leave out **should** in all the sentences in Section **A**:

- **It's essential** that you **be** here on time. (= that you **should be** here)
- I **demanded** that he **apologise**.
- What do you **suggest** I do?

This form (**you be / he apologise** etc.) is sometimes called the *subjunctive*.

You can also use normal present and past tenses.

- It's **essential** that you **are** here on time.
- I **demanded** that he **apologised**.

Be careful with **suggest**. You cannot use **to**... ('to do / to buy' etc.) after **suggest**:

- What do you **suggest we should do**?
  or What do you **suggest we do**? (*but not* 'What do you suggest us to do?')
- Jane **suggested** that I (**should**) **buy** a car.
  or Jane **suggested** that I **bought** a car. (*but not* 'Jane suggested me to buy')

For **suggest -ing**, see Unit 52.

You can use **should** after a number of adjectives, especially:
strange **odd** **funny** **typical** **natural** **interesting** **surprised** **surprising**

- It's **strange** that he **should be** late. He's usually on time.
- I was **surprised** that she **should say** such a thing.

If...should...

You can say '**If** something **should** happen...'. For example:

- **If** Tom **should phone** while I'm out, tell him I'll phone him back later.

'**If** Tom **should phone**' is similar to '**If** Tom **phones**'. With **should**, the speaker feels that the possibility is smaller. Another example:

- I've left the washing outside. **If** it **should rain**, can you bring it in?

You can also put **should** at the beginning of these sentences (**Should** something happen...):

- **Should** Tom **phone**, can you tell him I'll phone him back later?

You can use **I should... / I shouldn't...** to give somebody advice. For example:

- 'Shall I leave now?' 'No, **I should** wait a bit longer.'

Here, '**I should wait**' = 'I would wait if I were you, I advise you to wait'. Two more examples:

- It's very cold this morning. **I should wear** a coat when you go out.
- **I shouldn't stay** up too late. You'll be tired tomorrow.

EXERCISES

34.1 *Write a sentence (beginning in the way shown) that means the same as the first sentence.*

1 'I think it would be a good idea to see a specialist,' the doctor said to me.
The doctor recommended that I should see a specialist.
2 'You really must stay a little longer,' she said to me.
She insisted that _____ .
3 'Why don't you visit the museum after lunch?' I said to them.
I suggested that _____ .
4 'You must pay the rent by Friday,' the landlord said to us.
The landlord demanded that _____
5 'Why don't you go away for a few days?' Jack said to me.
Jack suggested that _____ .

34.2 *Are these sentences right or wrong?*

1 a Tom suggested that I should look for another job. RIGHT
b Tom suggested that I look for another job.
c Tom suggested that I looked for another job.
d Tom suggested me to look for another job.
2 a Where do you suggest I go for my holiday?
b Where do you suggest me to go for my holiday?
c Where do you suggest I should go for my holiday?

34.3 *Complete the sentences using* **should** + *one of these verbs:*

ask **be** leave **listen** say **worry**

1 It's strange that she should be late. She's usually on time.
2 It's funny that you _____ that. I was going to say the same thing.
3 It's only natural that parents _____ about their children.
4 Isn't it typical of Ron that he _____ without saying goodbye to anybody?
5 I was surprised that he _____ me for advice. What advice could I give him?
6 It's very important that everybody _____ very carefully.

34.4 *Complete these sentences using* **if...should...** .

1 (It's possible that you'll see Tom this evening.)
If you should see Tom this evening , can you ask him to phone me?
2 (It's possible that Ann will arrive before I get home.)
If _____ , can you look after her until I come?
3 (Perhaps there will be some letters for me while I'm away.)
_____ , can you send them on to this address?
4 (I don't suppose you'll need help but you might.)
_____ , let me know.

Write sentences 3 and 4 again, this time beginning with **should**.

5 (3) _____ , can you send them on to this address?
6 (4) _____ .

34.5 *(Section E) Complete the sentences using* **I should** + *one of these verbs:*

buy **keep** **phone** **~~wait~~**

1 'Shall I leave now?' 'No, I should wait a bit longer.'
2 'Shall I throw these things away?' 'No, _____ them. You may need them.'
3 'Shall I go and see Paul?' 'Yes, but _____ him first.'
4 'Do you think it's worth repairing this TV set?' 'No, _____ a new one.'

UNIT 35

Had better It's time...

Had better (I'd better / you'd better etc.)

I'd better do something = it is advisable to do it. If I don't, there will be a problem or a danger:

- I have to meet Ann in ten minutes. **I'd better go** now or I'll be late.
- 'Shall I take an umbrella?' 'Yes, **you'd better**. It might rain.'
- **We'd better stop** for petrol soon. The tank is almost empty.

The negative is **I'd better not** (= I **had** better not):

- A: Are you going out tonight?
  B: **I'd better not**. I've got a lot of work to do.
- You don't look very well. **You'd better not go** to work today.

You can use **had better** when you warn somebody that they must do something:

- You'd better be on time. / You'**d better not** be late. (or I'll be very angry)

Note that:

> The form is '**had** better' (usually '**I'd** better / you'**d** better' etc. in spoken English):
> - I'**d better** phone Carol, **hadn't** I?
>
> **Had** is a past form, but in this expression the meaning is present or future, *not* past:
> - **I'd better go** to the bank **now/tomorrow.**
>
> We say 'I'd better **do**...' (*not* 'to do'):
> - It might rain. We'd better take an umbrella. (*not* 'we'd better to take')

Had better and should

Had better is similar to **should** (see Unit 33A) but not exactly the same.
We use **had better** only for a particular situation (not for things in general).
You can use **should** in all types of situation to give an opinion or to give advice:

- It's cold today. You'**d better** wear a coat when you go out. (a particular situation)
- I think all drivers **should** wear seat belts. (in general – *not* 'had better wear')

Also, with **had better**, there is always a danger or a problem if you don't follow the advice. **Should** only means 'it is a good thing to do'. Compare:

- It's a great film. You **should** go and see it. (but no danger, no problem if you don't)
- The film starts at 8.30. You'd **better** go now or you'll be late.

It's time...

You can say '**It's time** (for somebody) **to do** something':

- It's time **to go** home. / It's time for us **to go** home.

You can also say:

- It's late. It's time **we went** home.

Here we use the past (**went**) but the meaning is present or future, *not* past:

- It's 10 o'clock and he's still in bed. **It's time** he **got** up. (*not* 'It's time he gets up')

It's time you did something = 'you should have done it already or started it'. We often use this structure to criticise or to complain:

- **It's time** the children were in bed. It's long after their bedtime.
- The windows are very dirty. I think **it's time** we **cleaned** them.

You can also say: **It's about time... / It's high time...** . This makes the criticism stronger:

- Jack is a great talker. But **it's about time** he **did** something instead of just talking.
- You're very selfish. **It's high time** you **realised** that you're not the most important person in the world.

EXERCISES

35.1 *Complete the sentences. Sometimes you need only one word, sometimes two.*

1 a I need some money. I'd better go to the bank.
b John is expecting you to phone him. You better do it now.
c 'Shall I leave the window open?' 'No, you'd better it.'
d We'd better leave as soon as possible, we?
2 a It's time the government something about the problem.
b It's time something about the problem.
c I think it's about time you about me instead of only thinking about yourself.

35.2 *Read the situations and write sentences with* **had better**. *Use the words in brackets.*

1 You're going out for a walk with Tom. It might rain. You say to Tom: (an umbrella) We'd better take an umbrella.
2 Jack has just cut himself. It's quite a bad cut. You say to him. (a plaster)
3 You and Ann plan to go to a restaurant this evening. It's a very popular restaurant. You say to Ann: (reserve) We
4 Jill doesn't look very well – not well enough to go to work. You say to her: (work)
5 You received your phone bill four weeks ago but you haven't paid it yet. If you don't pay very soon, you could be in trouble. You say to yourself: (pay)
6 You want to go out but you're expecting an important phone call. You say to your friend: (go out) I
7 You and Fiona are going to the theatre. You've missed the bus and you don't want to be late. You say to Fiona: (a taxi)

35.3 *Put in* **had better** *or* **should**. *Sometimes either is possible.*

1 I have an appointment in ten minutes. I 'd better go now or I'll be late.
2 It's a great film. You should go and see it. You'll really like it.
3 I get up early tomorrow. I've got a lot to do.
4 When people are driving, they keep their eyes on the road.
5 Thank you for coming to see us. You come more often.
6 She'll be upset if we don't invite her to the wedding, so we . invite her.
7 These biscuits are delicious. You try one.
8 I think everybody learn a foreign language.

35.4 *Read the situations and write sentences with* **It's time** (somebody **did** something).

1 You think the children should be in bed. It's already 11 o'clock. It's time the children were in bed.
2 You haven't had a holiday for a very long time. You need one now. It's time I
3 You're waiting for Mary. She is late. Why isn't she here yet? It's time she
4 You're sitting on a train waiting for it to leave the station. It's already five minutes late.
5 You enjoy having parties. You haven't had one for a long time.
6 The company you work for is badly run. You think there should be some changes.

UNIT 36

Can / Could / Would you...? etc. (Requests, offers, permission and invitations)

Asking people to do things (requests)

We often use **can** or **could** to ask people to do things:

- **Can you** wait a moment, please? *or* **Could you** wait a moment, please?
- Liz, **can you** do me a favour?
- Excuse me, **could you** tell me how to get to the airport?
- I wonder if **you could** help me.

Note that we say '**Do you think** (you) **could**...? (not usually 'can'):

- **Do you think you could** lend me some money until next week?

We also use **will** and **would** to ask people to do things (but **can/could** are more usual):

- Liz, **will you** do me a favour?
- **Would you** please be quiet? I'm trying to concentrate.

Asking for things

To ask for something we use **Can I have...?** or **Could I have...?**:

- *(in a shop)* **Can I have** these postcards, please?
- *(during a meal)* **Could I have** the salt, please?

May I have...? is also possible (but less usual):

- **May I have** these postcards, please?

Asking for and giving permission

To ask for permission to do something, we use **can**, **could** or **may**:

- *(on the phone)* Hello, **can I** speak to Tom, please?
- '**Could I** use your phone?' 'Yes, of course.'
- **Do you think I could** borrow your bike?
- '**May I** come in?' 'Yes, please do.'

To give permission, we use **can** or **may**.

- **You can** use the phone. *or* **You may** use the phone.

May is formal and less usual than **can** or **could**.

Offering to do things

To offer to do something, we sometimes use **Can I...?**:

- 'Can I get you a cup of coffee?' 'Yes, that would be very nice.'
- 'Can I help you?' 'No, it's all right. I can manage.'

You can also use **I'll...** to offer to do things (see Unit 21C):

- You look tired. **I'll get** you a cup of coffee.

Offering and inviting

To offer or to invite we use **Would you like...?** (*not* 'do you like')

- '**Would you like** a cup of coffee?' 'Yes, please.'
- '**Would you like** to come to dinner tomorrow evening?' 'Yes, I'd love to.'

I'd like... is a polite way of saying what you want:

- *(at a tourist information office)* **I'd like** some information about hotels, please.
- *(in a shop)* **I'd like** to try on this jacket, please.

EXERCISES

36.1 *Read the situations and write questions beginning* **Can... or Could...**.

1 You're carrying a lot of things. You can't open the door yourself. There's a man standing near the door. You say to him: *Could you open the door, please?*

2 You phone Ann but somebody else answers. Ann isn't there. You want to leave a message for her. You say: _____

3 You are a tourist. You want to go to the station but you don't know where it is. You ask at your hotel. You say: _____

4 You are in a clothes shop. You see some trousers you like and you want to try them on. You say to the shop assistant: _____

5 You have a car. You have to go to the same place as John, who hasn't got a car. You want to give him a lift. You say to John: _____

36.2 *Read the situations and write questions beginning* **Do you think...**.

1 You want to borrow your friend's camera. What do you say to him?
Do you think *I could borrow your camera?*

2 You are at a friend's house and you want to use her phone. What do you say?
_____

3 You've written a letter in English. Before you send it, you want an English friend to check it. What do you ask him?
_____

4 You want to leave work early because you have some things to do. What do you ask your boss?
_____

5 The woman in the next room is playing music. It's very loud. You want her to turn it down. What do you say to her?
_____

6 You are phoning the owner of a flat which was advertised in a newspaper. You are interested in the flat and you want to come and see it today. What do you say to the owner?
_____

36.3 *What would you say in these situations?*

1 John has come to see you in your flat. You offer him something to eat.
YOU: _____
JOHN: No, thank you. I'm not hungry.

2 You need help to change the film in your camera. You ask Ann.
YOU: Ann, I don't know how to change the film. _____
ANN: Sure. It's easy. All you have to do is this.

3 You're on a train. The woman next to you has finished reading her newspaper. Now you want to have a look at it. You ask her.
YOU: Excuse me, _____
WOMAN: Yes, of course. I've finished with it.

4 You're on a bus. You have a seat but an elderly man is standing. You offer him your seat.
YOU: _____
MAN: Oh, that's very kind of you. Thank you very much.

5 You're the passenger in a car. Your friend is driving very fast. You ask her to slow down.
YOU: You're making me very nervous. _____
DRIVER: Oh, I'm sorry. I didn't realise I was going so fast.

6 You've finished your meal in a restaurant and now you want the bill. You ask the waiter:
YOU: _____
WAITER: Right. I'll get it for you now.

7 A friend of yours is interested in one of your books. You invite him to borrow it.
FRIEND: This book looks very interesting.
YOU: Yes, it's very good. _____

If I do... and If I did...

Compare these examples:

(1) Sue has lost her watch. She thinks it may be at Ann's house.
SUE: I think I left my watch at your house. Have you seen it?
ANN: No, but I'll have a look when I get home. **If I find** it, I'll tell you.

In this example, Ann feels there is a real possibility that she will find the watch. So she says: **If I find...**, **I'll...** .

(2) Ann says: **If I found** a wallet in the street, I'd take it to the police.

This is a different type of situation. Here, Ann is not thinking about a real possibility; she is *imagining* the situation and doesn't expect to find a wallet in the street. So she says: **If I found...**, I'd (= I would)... (*not* 'If I find..., I'll...').

When you imagine something like this, you use **if** + *past* (**if I found / if you were / if we didn't** etc.). But the meaning is *not* past:

- What would you do **if you won** a million pounds? (we don't really expect this to happen)
- I don't really want to go to their party, but I probably will go. They'd be offended **if I didn't** go.
- Sarah has decided not to apply for the job. She isn't really qualified for it, so she probably wouldn't get it **if** she **applied**.

We do not normally use **would** in the **if**-part of the sentence:

- I'd be very frightened **if** somebody **pointed** a gun at me. (*not* 'if somebody would point')
- If I **didn't** go to their party, they'd be offended. (*not* 'If I wouldn't go')

But it is possible to say 'if... **would**' when you ask somebody to do something:

- *(from a formal letter)* I would be grateful **if** you **would send** me your brochure as soon as possible.
- 'Shall I close the door?' 'Yes, please, **if** you **would**.'

In the other part of the sentence (not the **if** part) we use **would ('d) / wouldn't:**

- If you took more exercise, you'd (= you **would**) probably feel healthier.
- **Would** you **mind** if I used your phone?
- I'm not tired enough to go to bed yet. I **wouldn't** sleep (if I went to bed now).

Could and **might** are also possible:

- If you took more exercise, you **might feel** healthier. (= it is possible that you would feel healthier)
- If it stopped raining, we **could go** out. (= we would be able to go out)

Do not use **when** in sentences like those on this page:

- They would be offended **if** we didn't accept their invitation. (*not* 'when we didn't')
- What would you do **if** you were bitten by a snake? (*not* 'when you were bitten')

For **if** and **when** see also Unit 25C.

If I knew → UNIT 38 If I had known... → UNIT 39 Would → UNIT 40

EXERCISES

37.1 *Put the verb into the correct form.*

1 They would be rather offended if I *didn't go* to see them. (not/go)
2 If you took more exercise, you *would feel* better. (feel)
3 If I was offered the job, I think I _____ it. (take)
4 I'm sure Amy will lend you the money. I'd be very surprised if she _____ (refuse)
5 If I sold my car, I _____ much money for it. (not/get)
6 A lot of people would be out of work if the factory _____ (close down)
7 What would happen if I _____ that red button? (press)
8 Liz gave me this ring. She _____ very upset if I lost it. (be)
9 Mark and Carol are expecting us. They would be disappointed if we _____ (not/ come)
10 Would Tim mind if I _____ his bicycle without asking him? (borrow)
11 If somebody _____ in here with a gun, I'd be very frightened. (walk)
12 I'm sure Sue _____ if you explained the situation to her. (understand)

37.2 *You ask a friend questions. Use* **What would you do if...?**

1 (Maybe one day your friend will win a lot of money.)
What would you do if you won a lot of money?
2 (Your friend's car has never been stolen but perhaps one day it will be.)
What _____
3 (Perhaps one day your friend will lose his/her passport.)
_____
4 (There has never been a fire in the building.)
_____

37.3 *Answer the questions in the way shown.*

1 A: Shall we catch the 10.30 train?
B: No. (arrive / too early) *If we caught the 10.30 train, we'd arrive too early.*
2 A: Is Ken going to take the examination?
B: No. (fail) If he _____
3 A: Why don't we stay at a hotel?
B: No. (cost too much money) If _____
4 A: Is Sally going to apply for the job?
B: No. (not / get it) If _____
5 A: Let's tell them the truth.
B: No. (not / believe us) If _____
6 A: Why don't we invite Bill to the party?
B: No. (have to invite his friends too)
_____

37.4 *Use your own ideas to complete these sentences.*

1 If you took more exercise, *you'd feel better.*
2 I'd feel very angry if _____
3 If I didn't go to work tomorrow, _____
4 Would you go to the party if _____
5 If you bought some new clothes, _____
6 Would you mind if _____

UNIT 38

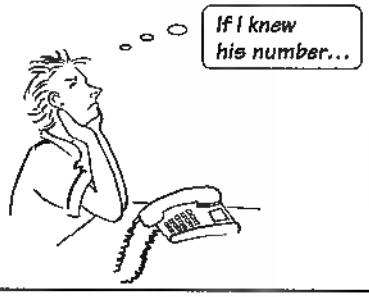
If I knew... I wish I knew...

Study this example situation:

Sue wants to phone Paul but she can't do this because she doesn't know his number. She says:

If I knew his number, I would phone him.

Sue says: If I knew his number... . This tells us that she *doesn't* know his number. She is imagining the situation. The *real* situation is that she doesn't know his number.



When you imagine a situation like this, you use **if** + *past* (**if I knew / if you were / if we didn't** etc.). But the meaning is present, not past:

- Tom would read more if he had more time. (but he doesn't have much time)
- If I didn't want to go to the party, I wouldn't go. (but I want to go)
- We wouldn't have any money if we didn't work. (but we work)
- If you were in my position, what would you do?
- It's a pity you can't drive. It would be useful if you could.

We use the past in the same way after **wish** (**I wish I knew / I wish you were** etc.). We use **wish** to say that we regret something, that something is not as we would like it to be:

- I wish I knew Paul's phone number. (= I don't know it and I regret this)
- Do you ever wish you could fly? (you can't fly)
- It rains a lot here. I wish it didn't rain so often.
- It's very crowded here. I wish there weren't so many people. (but there are a lot of people)
- I wish I didn't have to work. (but I have to work)

After **if** and **wish**, you can use **were** instead of **was** (**if I were / I wish it were** etc.). So you can say:

- If I were you, I wouldn't buy that coat. *or* If I was you...
- I'd go out if it weren't raining. *or* ...if it wasn't raining.
- I wish it were possible. *or* I wish it was possible.

We do not normally use **would** in the **if**-part of the sentence or after **wish**:

- If I were rich, I would have a yacht. (*not* 'If I would be rich')
- I wish I had something to read. (*not* 'I wish I would have')

Sometimes **wish...would** is possible ('**I wish you would listen**'). See Unit 40C.

Note that **could** sometimes means 'would be able to' and sometimes 'was/were able to':

- You could get a job more easily if you could speak a foreign language. (you could get = you would be able to get) (you could speak = you were able to speak)

If I do/If I did . → UNIT 37 If I had known/I wish I had known... → UNIT 39 wish...would → UNIT 40C

EXERCISES

38.1 *Put the verb into the correct form.*

1 If I knew his number, I would phone him. (know)
2 I wouldn't buy that coat if I were you. (not/buy)
3 I ____ you if I could, but I'm afraid I can't. (help)
4 We would need a car if we ____ in the country. (live)
5 If we had the choice, we ____ in the country. (live)
6 This soup isn't very good. It ____ better if it wasn't so salty. (taste)
7 I wouldn't mind living in England if the weather ____ better. (be)
8 If I were you, I ____ (not/wait). I ____ now. (go)
9 You're always tired. If you ____ to bed so late every night, you wouldn't be tired all the time. (not/go)
10 I think there are too many cars. If there ____ so many cars (not/be), there ____ so much pollution. (not/be)

38.2 *Write a sentence with* If... *for each situation.*

1 We don't visit you very often because you live so far away.
If you didn't live so far away, we'd visit you more often.
2 He doesn't speak very clearly – that's why people don't understand him.
If he ____ more ____, people ____
3 That book is too expensive, so I'm not going to buy it.
If the book ____, I ____
4 We don't go out very often because we can't afford it.
____
5 It's raining, so we can't have lunch in the garden.
____
6 I have to work tomorrow evening, so I can't meet you.
____

38.3 *Write sentences beginning* I wish... .

1 I don't know many people (and I'm lonely). I wish I knew more people.
2 I don't have a key (and I need one). I wish ____
3 Ann isn't here (and I need to see her). ____
4 It's cold (and I hate cold weather). ____
5 I live in a big city (and I don't like it). ____
6 I can't go to the party (and I'd like to). ____
7 I have to work tomorrow (but I'd like to stay in bed). ____
8 I don't know anything about cars (and my car has just broken down).
____
9 I'm not lying on a beautiful sunny beach (and that's a pity).
____

38.4 *Write your own sentences beginning* I wish... .

1 (somewhere you'd like to be now – on the beach, in New York, in bed etc.)
I wish I ____
2 (something you'd like to have – a computer, a job, lots of money etc.)
____
3 (something you'd like to be able to do – sing, speak a language, fly etc.)
____
4 (something you'd like to be – beautiful, strong, rich etc.)
____

UNIT 39

If I had known... I wish I had known...

Study this example situation:

> Last month Gary was in hospital for an operation. Liz didn't know this, so she didn't go to visit him. They met a few days ago. Liz said:
>
> **If I had known** you were in hospital, **I would have gone** to visit you.
>
> Liz said: **If I had known** you were in hospital... . The *real* situation was that she *didn't* know he was in hospital.

When you are talking about the past, you use **if + had ('d)...** (**if I had known/been/done** etc.):

- I didn't see you when you passed me in the street. **If I'd seen** you, of course I would have said hello. (but I didn't see you)
- I decided to stay at home last night. I would have gone out **if I hadn't been** so tired. (but I was tired)
- **If he had been looking** where he was going, he wouldn't have walked into the wall. (but he wasn't looking)
- The view was wonderful. **If I'd had** a camera, I would have taken some photographs. (but I didn't have a camera)

Compare:

- I'm not hungry. **If I was** hungry, I would eat something. *(now)*
- I wasn't hungry. **If I had been** hungry, I would have eaten something. *(past)*

Do not use **would** in the if-part of the sentence. We use **would** in the other part of the sentence:

- **If I had seen** you, **I would have said** hello. (*not* 'If I would have seen you')

Note that **'d** can be **would** or **had**:

- **If I'd seen** you, (I'd seen = I had seen)
  I'd have said hello. (I'd have said = I **would** have said)

We use **had (done)** in the same way after **wish**. **I wish** something **had happened** = I am sorry that it didn't happen:

- **I wish I'd known** that Gary was ill. I would have gone to see him. (but I didn't know)
- I feel sick. **I wish I hadn't eaten** so much cake. (I ate too much cake)
- Do you wish you **had studied** science instead of languages? (you didn't study science)
- The weather was cold while we were away. I **wish** it **had been** warmer.

Do not use **would have...** after **wish** in these sentences:

- I wish it **had been** warmer. (*not* 'I wish it would have been')

Compare **would (do)** and **would have (done)**:

- If I had gone to the party last night, **I would be** tired now. (I am not tired now – *present*)
- If I had gone to the party last night, **I would have met** lots of people. (I didn't meet lots of people – *past*)

Compare **would have, could have** and **might have**:

- If the weather hadn't been so bad,
  - we **would have gone** out.
  - we **could have gone** out. (= we would have been able to go out)
  - we **might have gone** out. (= perhaps we would have gone out)

Had done → UNIT 15 If I do/If I did... → UNIT 37 If I knew/I wish I knew... → UNIT 38

EXERCISES

Put the verb into the correct form.

1 I didn't know you were in hospital. If I'd known (I/know), I would have gone (I/go) to visit you.
2 Ken got to the station in time to catch his train. If ..... (he/miss) it, ... (he/be) late for his interview.
3 It's good that you reminded me about Ann's birthday. ..... (I/forget) if ..... (you/not/remind) me.
4 Unfortunately, I didn't have my address book with me when I was in New York. If ..... (I/have) your address, ... (I/send) you a postcard.
5 A: How was your holiday? Did you have a nice time?
B: It was OK, but ..... (we/enjoy) it more if ..... (the weather/be) better.
6 I took a taxi to the hotel but the traffic was very bad.
(it/be) quicker if ..... (I/walk).
7 I'm not tired. If ..... (I/be) tired, I'd go home now.
8 I wasn't tired last night. If ..... (I/be) tired, I would have gone home earlier.

Write a sentence with if for each situation.

1 I wasn't hungry, so I didn't eat anything.
If I'd been hungry, I would have eaten something.
2 The accident happened because the driver in front stopped so suddenly.
If the driver in front .....
3 I didn't know that George had to get up early, so I didn't wake him up.
If I .....
4 I was able to buy the car only because Jim lent me the money.
.....
5 Margaret wasn't injured in the crash because she was wearing a seat belt.
.....
6 You didn't have any breakfast - that's why you're hungry now.
.....
7 I didn't get a taxi because I didn't have any money on me.
.....

Imagine that you are in these situations. For each situation, write a sentence with I wish....

1 You've eaten too much and now you feel sick.
You say: I wish I hadn't eaten so much.
2 There was a job advertised in the newspaper. You decided not to apply for it. Now you think that your decision was wrong.
You say: I wish I .....
3 When you were younger, you didn't learn to play a musical instrument. Now you regret this.
You say: .....
4 You've painted the gate red. Now you think that it doesn't look very nice.
You say: .....
5 You are walking in the country. You would like to take some photographs but you didn't bring your camera. You say: .....
6 You have some unexpected guests. They didn't tell you they were coming. You are very busy and you are not prepared for them.
You say (to yourself): .....

UNIT 40

Would I wish...would

We use **would** ('d) when we imagine a situation or action:

- It **would be** nice to have a holiday but we can't afford it.
- I'm not going to bed yet. I'm not tired and I **wouldn't sleep**.

We use **would have** (done) when we imagine situations or actions in the past:

- They helped me a lot. I don't know what I **would have done** without their help.
- I didn't go to bed. I wasn't tired, so I **wouldn't have slept**.

For **would** in sentences with if see Units 37–39.

Compare **will** ('ll) and **would** ('d):

- **I'll stay** a bit longer. I've got plenty of time.
- **I'd stay** a bit longer but I really have to go now. (so I can't stay longer)

Sometimes **would/wouldn't** is the past of **will/won't**. Compare:

present		*past*
• TOM: I'll **phone** you on Sunday.	→	• Tom said he'd **phone** me on Sunday.
• ANN: I promise I **won't be** late.	→	• Ann promised that she **wouldn't be** late.
• LIZ: Damn! The car **won't start**.	→	• Liz was angry because the car **wouldn't start**.

I wish...would...

Study this example situation:

It is raining. Jill wants to go out, but not in the rain. She says:

I wish it would stop raining.

This means that Jill is complaining about the rain and wants it to stop.

We use **I wish...would...** when we want something to happen or when we want somebody to do something. The speaker is not happy with the present situation.

- The phone has been ringing for five minutes. **I wish** somebody **would answer** it.
- **I wish** you **would do** something instead of just sitting and doing nothing.

You can use **I wish...wouldn't...** to complain about things people do repeatedly:

- **I wish** you **wouldn't keep** interrupting me.

We use **I wish...would...** for actions and changes, *not* situations. Compare:

- **I wish** Sarah **would** come. (= I want her to come)

but

- **I wish** Sarah **were** (*or* **was**) here now. (*not* 'I wish Sarah would be...')
- **I wish** somebody **would buy** me a car.

but

- **I wish I had** a car. (*not* 'I wish I would have...')

For 'I wish...were/had (etc.)' see Units 38B and 39C.

You can also use **would** when you talk about things that happened regularly in the past:

- When we were children, we lived by the sea. In summer, if the weather was fine, we **would** all get up early and go for a swim. (= we did this regularly)
- Whenever Arthur was angry, he **would** walk out of the room.

With this meaning, **would** is similar to **used to** (see Unit 18):

- Whenever Arthur was angry, he **used to** walk out of the room.

Would you (like)? → UNIT 36 **Wish** → UNITS 38–39 **Would like/love/prefer/rather** → UNITS 57–58

EXERCISES

Complete the sentences using **would** + *one of the following verbs in the correct form:*

be ~~do~~ enjoy enjoy phone stop

1 They helped me a lot. I don't know what I would have done without their help.
2 You should go and see the film. You _____. it.
3 It's a pity you couldn't come to the party last night. You _____ it.
4 I _____ you last night but I didn't have your number.
5 Why don't you go and see Clare? She _____ very pleased to see you.
6 I was in a hurry when I saw you. Otherwise I _____ to talk.

Write sentences using **promised.**

1 I wonder why she's late. She promised she wouldn't be late.
2 I wonder why Tom hasn't written to me. He promised _____.
3 I'm surprised they didn't wait for us. They _____.
4 Why did you tell Jill what I said? You _____.

What do you say in these situations? Write sentences with **I wish...would....**

1 It's raining. You want to go out, but not in the rain. You say: I wish it would stop raining.
2 You're waiting for John. He's late and you're getting impatient.
You say (to yourself): I wish _____.
3 You can hear a baby crying and you're trying to study.
You say: _____.
4 You're looking for a job – so far without success. Nobody will give you a job.
You say: I wish somebody _____.
5 Brian has been wearing the same clothes for years. You think he needs some new clothes.
You say (to Brian): _____.

For the following situations, write sentences with **I wish...wouldn't....**

6 Your friend drives very fast. You don't like this.
You say (to your friend): I wish you _____.
7 Jack always leaves the door open. This annoys you.
You say (to Jack): _____.
8 A lot of people drop litter in the street. You don't like this.
You say: I wish people _____.

Are these sentences right or wrong? Correct the ones that are wrong.

1 I wish Sarah would be here now. WRONG: I wish Sarah were here now.
2 I wish you would listen to me. _____
3 I wish I would have more money. _____
4 I wish it wouldn't be so cold today. _____
5 I wish the weather would change. _____
6 I wish you wouldn't complain all the time. _____
7 I wish everything wouldn't be so expensive. _____

These sentences are about things that often happened in the past. Complete the sentences using **would** + *one of these verbs:* **forget shake share** ~~**walk**~~

1 Whenever Arthur was angry, he would walk out of the room.
2 I used to live next to a railway line. Whenever a train went past, the house _____.
3 You could never rely on George. It didn't matter how many times you reminded him to do something, he _____ always _____.
4 Brenda was always very generous. She didn't have much but she _____ what she had with everyone else.

UNIT 41

Passive (1) (**is done / was done**)

Study this example:

This house **was built** in 1930.

'Was built' is *passive*. Compare active and passive:

Somebody **built** [this house] in 1930. *(active)*
subject *object*

[This house] **was built** in 1930. *(passive)*
subject

We use an *active* verb to say *what the subject does*:

- My grandfather was a builder. **He built** this house in 1930.
- It's a big company. **It employs** two hundred people.

We use a *passive* verb to say *what happens to the subject*:

- This house is quite old. **It was built** in 1930.
- **Two hundred people are employed** by the company.

When we use the passive, who or what causes the action is often unknown or unimportant:

- A lot of money **was stolen** in the robbery. (somebody stole it but we don't know *who*)
- **Is** this room **cleaned** every day? (does somebody clean it? – it's not important *who*)

If we want to say who does or what causes the action, we use **by...**:

- This house was built **by my grandfather.**
- Two hundred people are employed **by the company.**

The passive is **be** (**is/was/have been** etc.) + the *past participle* (**done/cleaned/seen** etc.):
(be) done **(be) cleaned** **(be) seen** **(be) damaged** **(be) built** etc.
For irregular past participles (**done/known/seen** etc.), see Appendix 1.

Study the active and passive forms of the *present simple* and *past simple*:

Present simple

active: **clean(s)/see(s)** etc. — Somebody **cleans** [this room] every day.

passive: **am/is/are cleaned/seen** etc. — [This room] **is cleaned** every day.

- Many accidents **are caused** by careless driving.
- **I'm not** often **invited** to parties.
- How **is** this word **pronounced?**

Past simple

active: **cleaned/saw** etc. — Somebody **cleaned** [this room] yesterday.

passive: **was/were cleaned/seen** etc. — [This room] **was cleaned** yesterday.

- We **were woken** up by a loud noise during the night.
- 'Did you go to the party?' 'No, **I wasn't invited.**'
- How much money **was stolen?**

Passive (other forms) → UNITS 42–43 By → UNIT 127C

EXERCISES

41.1 *Complete the sentences using one of these verbs in the correct form:*
cause damage hold include invite make overtake show translate write

1 Many accidents are caused by dangerous driving.
2 Cheese ____ from milk.
3 The roof of the building ____ in a storm a few days ago.
4 There's no need to leave a tip. Service ____ in the bill.
5 You ____ to the wedding. Why didn't you go?
6 A cinema is a place where films ____.
7 In the United States, elections for President ____ every four years.
8 Originally the book ____ in Spanish and a few years ago it ____ into English.
9 We were driving along quite fast but we ____ by lots of other cars.

41.2 *Write questions using the passive. Some are present and some are past.*

1 Ask about the telephone. (when/invent?) When was the telephone invented?
2 Ask about glass. (how/make?) How ____
3 Ask about Australia. (when/discover?) ____
4 Ask about silver. (what/use for?) ____
5 Ask about television. (when/invent?) ____

41.3 *Put the verb into the correct form, present simple or past simple, active or passive.*

1 It's a big factory. Five hundred people are employed (employ) there.
2 Water ____ (cover) most of the Earth's surface.
3 Most of the Earth's surface ____ (cover) by water.
4 The park gates ____ (lock) at 6.30 p.m. every evening.
5 The letter ____ (post) a week ago and it ____ (arrive) yesterday.
6 The boat ____ (sink) quickly but fortunately everybody ____ (rescue).
7 Ron's parents ____ (die) when he was very young. He and his sister ____ (bring) up by their grandparents.
8 I was born in London but I ____ (grow) up in the north of England.
9 While I was on holiday, my camera ____ (steal) from my hotel room.
10 While I was on holiday, my camera ____ (disappear) from my hotel room.
11 Why ____ (Sue/resign) from her job? Didn't she enjoy it?
12 Why ____ (Bill/sack) from his job? What did he do wrong?
13 The company is not independent. It ____ (own) by a much larger company.
14 I saw an accident last night. Somebody ____ (call) an ambulance but nobody ____ (injure) so the ambulance ____ (not/need).
15 Where ____ (these photographs/take)? In London? ____ (you/take) them?

41.4 *Rewrite these sentences. Instead of using* 'somebody/they/people' *etc. write a passive sentence.*

1 Somebody cleans the room every day. The room is cleaned every day.
2 They cancelled all flights because of fog. All ____
3 People don't use this road very often. ____
4 Somebody accused me of stealing money. I ____
5 How do people learn languages? How ____
6 People advised us not to go out alone. ____

UNIT 42

Passive (2) (**be/been/being done**)

Study the following active and passive forms:

Infinitive

active:	(to) do/clean/see etc.	Somebody **will** clean the room later.
passive:	(to) **be done/cleaned/seen** etc.	The room **will be** cleaned later.

- The situation is serious. Something must **be done** before it's too late.
- A mystery is something that can't **be explained**.
- The music was very loud and could **be heard** from a long way away.
- A new supermarket is going **to be built** next year.
- Please go away. I want **to be left** alone.

Perfect infinitive

active:	**have** done/cleaned/seen etc.	Somebody **should have cleaned** the room.
passive:	**have been** done/cleaned/seen etc.	The room **should have been** cleaned.

- I haven't received the letter yet. It might **have been** sent to the wrong address.
- If you hadn't left the car unlocked, it wouldn't have been **stolen**.
- There were some problems at first but they seem **to have been solved**.

Present perfect

active:	**have/has (done)**	The room looks nice. Somebody **has** cleaned it.
passive:	**have/has been** (done)	The room looks nice. It **has been** cleaned.

- Have you heard the news? The President **has been shot**!
- Have you ever **been bitten** by a dog?
- 'Are you going to the party?' 'No, I **haven't been invited**.'

Past perfect

active:	**had (done)**	The room looked nice. Somebody **had** cleaned it.
passive:	**had been** (done)	The room looked nice. It **had been** cleaned.

- The vegetables didn't taste very good. They **had been cooked** for too long.
- The car was three years old but **hadn't been used** very much.

Present continuous

active:	**am/is/are (do)ing**	Somebody **is cleaning** the room at the moment.
passive:	**am/is/are being (done)**	The room **is being** cleaned at the moment.

- There's somebody walking behind us. I think we **are being followed**.
- (*in a shop*) 'Can I help you, madam?' 'No, thank you. I'm **being served**.'

Past continuous

active:	**was/were (do)ing**	Somebody **was cleaning** the room when I arrived.
passive:	**was/were being (done)**	The room **was being cleaned** when I arrived.

- There was somebody walking behind us. We **were being followed**.

Passive (1) and (3) → UNITS 41, 43

EXERCISES

42.1 *What do these words mean? Use* **it can**... *or* **it can't**... . *Use a dictionary if necessary.*

If something is

1 **washable,** it can be washed.
2 **unbreakable,** it .
3 **edible,** it .
4 **unusable,** .
5 **invisible,** .
6 **portable,** .

42.2 *Complete these sentences with one of the following verbs (in the correct form):*

carry cause ~~do~~ make repair ~~send~~ spend wake up

Sometimes you need **have** ('might **have**', 'could **have**' *etc.*).

1 The situation is serious. Something must be done before it's too late.
2 I haven't received the letter. It might have been sent to the wrong address.
3 A decision will not until the next meeting.
4 I told the hotel receptionist that I wanted to at 6.30 the next morning.
5 Do you think that less money should on armaments?
6 This road is in very bad condition. It should a long time ago.
7 The injured man couldn't walk and had to .
8 It's not certain how the fire started but it might by an electrical fault.

42.3 *Rewrite these sentences. Instead of using* 'somebody' *or* 'they', *write a passive sentence.*

1 Somebody has cleaned the room. The room has been cleaned.
2 They have postponed the concert. The .
3 Somebody is using the computer at the moment. The computer .
4 I didn't realise that somebody was recording our conversation.
I didn't realise that .
5 When we got to the stadium we found that they had cancelled the game.
When we got to the stadium, we found that .
6 They are building a new ring road round the city.
.
7 They have built a new hospital near the airport.
.

42.4 *Make sentences from the words in brackets. Sometimes the verb is active, sometimes passive. (This exercise also includes the past simple – see Unit 41C.)*

1 There's somebody behind us. (I think / we / follow) I think we're being followed.
2 This room looks different. (you / paint?) Have you painted it?
3 My car has disappeared. (it / steal!) It .
4 My umbrella has disappeared. (somebody / take) Somebody .
5 Tom gets a higher salary now. (he / promote) .
6 Ann can't use her office at the moment. (it / redecorate) .
7 The photocopier broke down yesterday, but now it's OK. (it / work / again; it / repair)
.
8 The police have found the people they were looking for. (two people / arrest / last night)
.
9 A tree was lying across the road. (it / blow down / in the storm)
.
10 The man next door disappeared six months ago. (nobody / see / since then)
.
11 I was mugged on my way home a few nights ago. (you / ever / mug?)
.

UNIT 43

Passive (3)

I was born...

We say: I **was born**... (*not* 'I am born'):

- I **was born** in Chicago.
- Where **were** you **born**? (*not* 'where are you born') } *past simple*

but
- How many babies **are born** every day? *present simple*

Some verbs can have two objects. For example, **give**:

- We gave **the police** (*object 1*) **the information.** (*object 2*) (= We gave the information to the police.)

So it is possible to make two passive sentences:

- **The police** were given the information. *or* **The information** was given to the police.

Other verbs which can have two objects are: **ask** **offer** **pay** **show** **teach** **tell**

When we use these verbs in the passive, most often we begin with the *person*:

- **I was offered** the job but I refused it. (= they offered me the job)
- **You will be given** plenty of time to decide. (= we will give you plenty of time)
- **Have you been shown** the new machine? (= has anybody shown you...?)
- **The men were paid** £200 to do the work. (= somebody paid the men £200)

I don't like being...

The passive of **doing**/**seeing** etc. is **being done** / **being seen** etc. Compare:

active: I don't like **people telling me** what to do.

passive: I don't like **being told** what to do.

- I remember **being given** a toy drum on my fifth birthday. (= I remember somebody giving me a toy drum...)
- Mr Miller hates **being kept** waiting. (= he hates people keeping him waiting)
- We managed to climb over the wall without **being seen**. (= ...without anybody seeing us)

Get

Sometimes you can use **get** instead of **be** in the passive:

- There was a fight at the party but nobody **got hurt**. (= nobody **was** hurt)
- I don't often **get invited** to parties. (= **I'm** not often invited)
- I'm surprised Ann **didn't get offered** the job. (...Ann **wasn't offered** the job)

You can use **get** to say that something happens to somebody or something, especially if this is unplanned or unexpected:

- Our dog **got run** over by a car.

You can use **get** only when things happen or change. For example, you cannot use **get** in these sentences:

- Jill **is liked** by everybody. (*not* 'gets liked' – this is not a 'happening')
- He was a mystery man. Nothing **was known** about him. (*not* 'got known')

We use **get** mainly in informal spoken English. You can use **be** in all situations.

We also use **get** in the following expressions (which are not passive in meaning):

get married **get divorced**
get dressed (= put on your clothes) **get changed** (= change your clothes)

Passive (1) and (2) → UNITS 41–42

EXERCISES

43.1 *When were they born? Choose five of these people and write a sentence for each. (Two of them were born in the same year.)*

Beethoven	Galileo	Elvis Presley	1452	1869	1929
Agatha Christie	Mahatma Gandhi	Leonardo da Vinci	1564	1891	1935
~~Walt Disney~~	Martin Luther King	William Shakespeare	1770	~~1901~~	

1 Walt Disney was born in 1901.
2 .....
3 .....
4 .....
5 .....
6 .....
7 And you? I .....

43.2 *Write these sentences in another way, beginning in the way shown.*

1 They didn't give me the money. I wasn't given the money.
2 They asked me some difficult questions at the interview.
I .....
3 Janet's colleagues gave her a present when she retired.
Janet .....
4 Nobody told me that George was ill.
I wasn't .....
5 How much will they pay you?
How much will you .....
6 I think they should have offered Tom the job.
I think Tom .....
7 Has anybody shown you what to do?
Have you .....

43.3 *Complete the sentences using* **being** *+ one of these verbs:*

ask attack give invite ~~keep~~ pay

1 Mr Miller doesn't like being kept waiting.
2 They went to the party without .....
3 Most people like ..... presents.
4 It's a dangerous city. People won't go out after dark because they are afraid of .....
5 I don't like ..... stupid questions.
6 Few people are prepared to work without .....

43.4 *Complete the sentences using* **get/got** *+ one of these verbs (in the correct form):*

ask break damage ~~hurt~~ pay steal sting stop use

1 There was a fight at the party but nobody got hurt.
2 Ted ..... by a bee while he was sitting in the garden.
3 How did that window ..... ?
4 These tennis courts don't ..... very often. Not many people want to play.
5 I used to have a bicycle but it .....
6 Last night I ..... by the police as I was driving home.
7 How much did you ..... last month?
8 Please pack these things very carefully. I don't want them to .....
9 People often want to know what my job is. I often ..... that question.

UNIT 44

It is said that... He is said to... (be) supposed to...

Study this example situation:

Henry is very old. Nobody knows exactly how old he is, but:

It is said that he **is** 108 years old.

or He **is said to be** 108 years old.

Both these sentences mean: 'People say that he is 108 years old.'

You can use these structures with a number of other verbs, especially:
thought believed considered reported known expected alleged understood

Compare the two structures:

• Cathy works very hard.		
It is said that she works 16 hours a day.	*or*	**She is said to** work 16 hours a day.
• The police are looking for a missing boy.		
It is believed that the boy is wearing a white pullover and blue jeans.	*or*	**The boy is believed to be wearing** a white pullover and blue jeans.
• The strike started three weeks ago.		
It is expected that it will end soon.	*or*	**The strike is expected to end** soon.
• A friend of mine has been arrested.		
It is alleged that he kicked a policeman.	*or*	**He is alleged to have kicked** a policeman.
• Those two houses belong to the same family.		
It is said that there is a secret tunnel between them.	*or*	**There is said to be** a secret tunnel between them.

These structures are often used in news reports. For example, in a report about an accident:

- **It is reported that** two people were injured in the explosion. *or* Two people **are reported to have been injured** in the explosion.

B

(Be) supposed to

Sometimes **it is supposed to...** = it is said to...:

- Let's go and see that film. It's **supposed to be** very good. (= it is said to be very good)
- 'Why was he arrested?' 'He's **supposed to have kicked** a policeman.' (= he is said to have kicked a policeman)

But sometimes **supposed to** has a different meaning. 'Something **is supposed to** happen' = it is planned, arranged or expected. Often this is different from what *really* happens:

- I'd better hurry. It's nearly 8 o'clock and **I'm supposed to be meeting** Ann at 8.15. (= I have arranged to meet Ann, I said I would meet her)
- The train **was supposed to arrive** at 11.30 but it was an hour late. (= the train was expected to arrive at 11.30 according to the timetable)
- You **were supposed to clean** the windows. Why didn't you do it?

'You're **not supposed to** do something' = it is not allowed or advisable for you to do it:

- You're **not supposed to park** your car here. It's private parking only.
- Mr Bond is much better after his illness but he's still **not supposed to** do any heavy work. (= his doctors have advised him not to...)

EXERCISES

44.1 *Write these sentences in another way, beginning as shown. Use the underlined word in your sentence.*

1 It is expected that the strike will end soon. The strike **is expected to end soon.**
2 It is expected that the weather will be good tomorrow.
The weather is .
3 It is believed that the thieves got in through the kitchen window.
The thieves
4 It is reported that many people are homeless after the floods.
Many people
5 It is thought that the prisoner escaped by climbing over a wall.
The prisoner
6 It is alleged that the man drove through the town at 90 miles an hour.
The man is
7 It is reported that the building has been badly damaged by fire.
The building
8 a It is said that the company is losing a lot of money.
The company
b It is believed that the company lost a lot of money last year.
The company ...
c It is expected that the company will lose money this year.
The company .

44.2 *People say a lot of things about Arthur. For example:*

1 Arthur eats spiders.
2 He is very rich.
3 He writes poetry.
4 He has 12 children.
5 He robbed a bank a long time ago.

ARTHUR

Nobody knows for sure whether these things are true or not. Write sentences about Arthur using (be) **supposed to.**

1 **Arthur is supposed to eat spiders.**
2 He
3
4
5

44.3 *Now you have to use* (be) **supposed to** *with its other meaning. In each example what happens is different from what is supposed to happen. Use* (be) **supposed to** *+ one of these verbs:*

~~**arrive**~~ **be block come** ~~**park**~~ **phone start**

Some of the sentences are negative (like the first example).

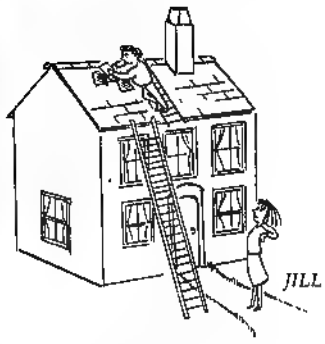
1 You **'re not supposed to park** here. It's private parking only.
2 The train **was supposed to arrive** at 11.30, but it was an hour late.
3 What are the children doing at home? They at school at this time.
4 We work at 8.15, but we rarely do anything before 8.30.
5 This door is a fire exit. You it.
6 Oh dear! I Ann but I completely forgot.
7 They arrived very early – at 2 o'clock. They until 3.30.

UNIT 45

Have something done

A

Study this example situation:



The roof of Jill's house was damaged in a storm, so she arranged for somebody to repair it. Yesterday a workman came and did the job.

Jill **had the roof repaired** yesterday.

This means: Jill arranged for somebody else to repair the roof. She didn't repair it herself.

We use **have something done** to say that we arrange for somebody else to do something for us. Compare:

- Jill **repaired** the roof. (= she repaired it herself)
- Jill **had the roof repaired.** (= she arranged for somebody else to repair it)

Study these sentences:

- Did Ann make the dress herself or **did she have it made?**
- 'Are you going to repair the car yourself?' 'No, I'm going to **have it repaired.**'

Be careful with word order. The *past participle* (**repaired/cut** etc.) is after the *object* (**the roof / your hair** etc.):

	have +	*object* +	*past participle*	
Jill	**had**	the roof	**repaired**	yesterday.
Where	did you **have**	your hair	**cut?**	
Your hair looks nice.	Have you **had**	it	**cut?**	
Julia	has just **had**	central heating	**installed**	in her house.
We	are **having**	the house	**painted**	at the moment.
How often	do you **have**	your car	**serviced?**	
I think you should	**have**	that coat	**cleaned**	soon.
I don't like	**having**	my photograph	**taken.**	

B

You can also say '**get** something done' instead of '**have** something done' (mainly in informal spoken English):

- When are you going to **get the roof repaired?** (= have the roof repaired)
- I think you should **get your hair cut.**

C

Sometimes **have something done** has a different meaning. For example:

- Jill and Eric **had all their money stolen** while they were on holiday.

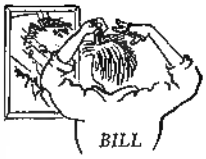
Of course this does *not* mean that they *arranged* for somebody to steal their money. 'They **had all their money stolen**' means only: 'All their money was stolen from them.'

With this meaning, we use **have something done** to say that something happens to somebody or their belongings. Usually what happens is not nice:

- George **had his nose broken** in a fight.
- Have you ever **had your passport stolen?**

EXERCISES

5.1 *Tick (✓) the correct sentence, (a) or (b), for each picture.*

1 SARAH	2  BILL	3 JOHN	4 SUE
a Sarah is cutting her hair. ✓ b Sarah is having her hair cut.	a Bill is cutting his hair. b Bill is having his hair cut.	a John is cleaning his shoes. b John is having his shoes cleaned.	a Sue is taking a photograph. b Sue is having her photograph taken.

5.2 *Why did you do these things? Answer using 'have something done'. Use one of these verbs:*

clean cut repair ~~service~~

1 Why did you take your car to the garage? To have it serviced.
2 Why did you take your jacket to the cleaner's? To .....
3 Why did you take your watch to the jeweller's? .....
4 Why did you go to the hairdresser? .....

5.3 *Write sentences in the way shown.*

1 Jill didn't repair the roof herself. She had it repaired.
2 I didn't cut my hair myself. I .....
3 They didn't paint the house themselves. They .....
4 Sue didn't make the curtains herself. .....

5.4 *Use the words in brackets to complete the sentences. Use the structure 'have something done'.*

1 We are having the house painted (the house / paint) at the moment.
2 I lost my key. I'll have to ..... (another key / make).
3 When was the last time you ..... (your hair / cut)?
4 You look different. ..... (you / your hair / cut)?
5 ..... (you / a newspaper / deliver) to your house or do you go to the shop to buy one?
6 A: What are those workmen doing in your garden?
B: Oh, we ..... (a swimming pool / build).
7 A: Can I see the photographs you took when you were on holiday?
B: I'm afraid I ..... (not / the film / develop) yet.
8 This coat is dirty. I must ..... (it / clean).
9 If you want to wear earrings, why don't you ..... (your ears / pierce)?

5.5 *Now you have to use 'have something done' with its second meaning (see Section C).*

1 George's nose was broken in a fight.
What happened to George? He had his nose broken in a fight.
2 Sarah's bag was stolen on a train.
What happened to Sarah? She .....
3 Fred's hat was blown off in the wind.
What happened to Fred? .....
4 Diane's passport was taken away from her by the police.
What happened to Diane? .....

UNIT 46

Reported speech (1) (**He said that...**)

Study this example situation:

You want to tell somebody else what Tom said.
There are two ways of doing this:
You can repeat Tom's words (*direct* speech):
Tom said 'I'm feeling ill.'
Or you can use *reported* speech:
Tom said that he was feeling ill.

Compare:

direct: Tom said 'I am feeling ill.'

reported: Tom said that he was feeling ill.

In writing we use these to show direct speech.

When we use reported speech, the main verb of the sentence is usually past (Tom **said** that... / I **told** her that... etc.). The rest of the sentence is usually past too:

- Tom said that he **was feeling** ill.
- I **told** her that **I didn't have** any money.

You can leave out **that**:

- Tom said (that) he was feeling ill.
- I told her (that) I didn't have any money.

In general, the *present* form in direct speech changes to the *past* form in reported speech:

am/is → **was** do/does → **did** will → **would**
are → **were** have/has → **had** can → **could**
want/like/know/go etc. → **wanted/liked/knew/went** etc.

Compare direct speech and reported speech:

You met Judy. Here are some of the things she said to you in *direct speech*:

'My parents **are** very well.'

'I'm going to learn to drive.'

'John **has** given up his job.'

'I **can't** come to the party on Friday.'

'**I want** to go away for a holiday but I **don't** know where to go.'

'**I'm** going away for a few days. **I'll** phone you when I **get** back.'

Later you tell somebody what Judy said. You use *reported* speech:

- Judy said that her parents **were** very well.
- She said that she **was** going to learn to drive.
- She said that John **had** given up his job.
- She said that she **couldn't** come to the party on Friday.
- She said that she **wanted** to go away for a holiday but (she) **didn't** know where to go.
- She said that she **was** going away for a few days and **would** phone me when she **got** back.

The *past simple* (**did/saw/knew** etc.) can usually stay the same in reported speech, or you can change it to the *past perfect* (**had done / had seen / had known** etc.):

direct Tom said: 'I **woke** up feeling ill, so I **didn't go** to work.'
reported Tom said (that) he **woke** up feeling ill, so he **didn't go** to work. *or*
Tom said (that) he **had woken** up feeling ill, so he **hadn't gone** to work.

Reported speech (2) → UNIT 47 Reported questions → UNIT 49B

EXERCISES

46.1 *Yesterday you met a friend of yours, Charlie. Here are some of the things Charlie said to you:*

1 I'm living in London now.
2 My father isn't very well.
3 Sharon and Paul are getting married next month.
4 Margaret has had a baby.
5 I don't know what Fred is doing.
6 I saw Helen at a party in June and she seemed fine
7 I haven't seen Diane recently.
8 I'm not enjoying my job very much.
9 You can come and stay at my flat if you are ever in London.
10 My car was stolen a few weeks ago.
11 I want to go on holiday but I can't afford it.
12 I'll tell Ann I saw you.

Later that day you tell another friend what Charlie said. Use reported speech.

1 Charlie said that he was living in London now.
2 He said that .....
3 He .....
4 .....
5 .....
6 .....
7 .....
8 .....
9 .....
10 .....
11 .....
12 .....

46.2 *Somebody says something to you which is the opposite of what they said before. Write a suitable answer beginning* **I thought you said... .**

1 A: That restaurant is expensive.
B: Is it? I thought you said it was cheap.
2 A: Ann is coming to the party tonight.
B: Is she? I thought you said she .....
3 A: Ann likes Paul.
B: Does she? I thought .....
4 A: I know lots of people.
B: Do you? I thought you said you .....
5 A: I'll be here next week.
B: Will you? .....
6 A: I'm going out this evening.
B: Are you? .....
7 A: I can speak a little French.
B: Can you? .....
8 A: I haven't been to the cinema for ages.
B: Haven't you? .....

UNIT 47

Reported speech (2)

A

It is not always necessary to change the verb when you use reported speech. If you report something and it is still true, you do not need to change the verb:

- *direct* Tom said 'New York **is** more lively than London.'
  reported Tom said that New York **is** more lively than London.
  (New York is *still* more lively. The situation hasn't changed.)
- *direct* Ann said 'I **want** to go to New York next year.'
  reported Ann said that she **wants** to go to New York next year.
  (Ann still wants to go to New York next year.)

Note that it is also correct to change the verb into the past:

- Tom said that New York **was** more lively than London.
- Ann said that she **wanted** to go to New York next year.

But you *must* use a past form when there is a difference between what was said and what is really true. Study this example situation:

You met Sonia a few days ago.
She said: '**Jim is ill.**' *(direct speech)*

Later that day you see Jim. He is looking well and carrying a tennis racket.
You say:
'I didn't expect to see you, Jim. Sonia said you were ill.'
(*not* ' Sonia said you are ill', because clearly he is not ill.)

B

Say and tell

If you say *who* you are talking to, use **tell**:

- Sonia **told me** that you were ill. (*not* 'Sonia said me')
- What did you **tell the police**? (*not* 'say the police')

TELL SOMEBODY

Otherwise use **say**:

- Sonia **said** that you were ill. (*not* 'Sonia told that...')
- What did you **say**?

~~SAY SOMEBODY~~

But you can 'say something **to** somebody':

- Ann **said** goodbye **to** me and left. (*not* 'Ann said me goodbye')
- What did you **say to** the police?

C

Tell/ask somebody **to** do something

We also use the infinitive (**to do / to stay** etc.) in reported speech, especially with **tell** and **ask** (for orders and requests):

- *direct* '**Stay** in bed for a few days,' the doctor said to me.
  reported The doctor **told me to** stay in bed for a few days.
- *direct* '**Don't shout**,' I said to Jim.
  reported I **told Jim not to** shout.
- *direct* 'Please **don't tell** anybody what happened,' Ann said to me.
  reported Ann **asked me not to** tell anybody what (had) happened.

'...**said to** do something' is also possible:

- The doctor **said to stay** in bed for a few days. (*but not* 'The doctor said me...')

Reported speech (1) → UNIT 46 Reported questions → UNIT 49B

EXERCISES

Here are some things that Ann said to you:

ANN

"I've never been to the United States."
"I can't drive."
"Jane is a friend of mine."
"I don't have any brothers or sisters."
"I don't like fish."
"~~Dave is lazy.~~"
"I'm working tomorrow evening."
"Jane has a very well-paid job."

YOU

But later Ann says something different to you. What do you say?

1	Dave works very hard.	But you said he was lazy.
2	Let's have fish for dinner.	
3	I'm going to buy a car.	
4	Jane is always short of money.	
5	My sister lives in London.	
6	I think New York is a fantastic place.	
7	Let's go out tomorrow evening.	
8	I've never spoken to Jane.	

7.2 *Complete the sentences with* **say** *or* **tell** *(in the correct form). Use only one word each time.*

1 Ann ~~said~~ goodbye to me and left.
2 _____ us about your holiday. Did you have a nice time?
3 Don't just stand there! _____ something!
4 I wonder where Sue is. She _____ she would be here at 8 o'clock.
5 Jack _____ me that he was fed up with his job.
6 The doctor _____ that I should rest for at least a week.
7 Don't _____ anybody what I _____. It's a secret just between us.
8 'Did she _____ you what happened?' 'No, she didn't _____ anything to me.'
9 George couldn't help me. He _____ me to ask Kate.
10 George couldn't help me. He _____ to ask Kate.

7.3 *(Section C) The following sentences are direct speech:*

"Don't wait for me if I'm late."
"Will you marry me?"
"~~Hurry up!~~"
"Can you open your bag, please?"
"Mind your own business."
"Please slow down!"
"Could you repeat what you said, please?"
"Don't worry, Sue."
"Do you think you could give me a hand, Tom?"

Now choose one of these to complete each sentence below. Use reported speech.

1 Bill was taking a long time to get ready, so I told him to hurry up.
2 Sarah was driving too fast, so I asked _____
3 Sue was very pessimistic about the situation. I told _____
4 I couldn't move the piano alone, so I _____
5 The customs officer looked at me suspiciously and _____
6 I had difficulty understanding him, so I _____
7 I didn't want to delay Ann, so I _____
8 John was very much in love with Mary, so he _____
9 He started asking me personal questions, so _____

UNIT 48

Questions (1)

We usually make questions by changing the word order: we put the first *auxiliary verb (AV)* before the *subject (S)*:

	S + AV		*AV + S*	
Tom	will	→	will	Tom?
you	have	→	have	you?
I	can	→	can	I?
the house	was	→	was	the house?

- **Will Tom** be here tomorrow?
- **Have you** been working hard?
- What **can I** do? (*not* 'What I can do?')
- When **was the house** built? (*not* 'When was built the house?')

In *present simple* questions, we use **do/does**:

you	live	→	**do**	you live?
the film	begins	→	**does**	the film begin?

- **Do you live** near here?
- What time **does** the film **begin**? (*not* 'What time begins...?')

In *past simple* questions, we use **did**:

you	sold	→	**did**	you sell?
the accident	happened	→	**did**	the accident **happen**?

- **Did you sell** your car?
- How **did** the accident happen?

But do not use **do/does/did** in questions if **who/what/which** is the *subject* of the sentence. Compare:

who *object*	**who** *subject*
Emma telephoned somebody.	Somebody telephoned Emma.
object	*subject*
Who **did Emma telephone?**	Who **telephoned Emma?**

In these examples, **who/what/which** is the *subject*:

- **Who wants** something to eat? (*not* 'Who does want')
- **What happened** to you last night? (*not* 'What did happen')
- **Which bus** goes to the city centre? (*not* 'Which bus does go')

Note the position of prepositions in questions beginning **Who/What/Which/Where...?**:

- **Who** do you want to speak **to**?
- **Which** job has Jane applied **for**?
- **What** was the weather **like** yesterday?
- Where do you come **from**?

Negative questions (**isn't it...? / didn't you...?**)

We use negative questions especially to show surprise:

- **Didn't you** hear the bell? I rang it four times.

or when we expect the listener to agree with us:

- **'Haven't we** met somewhere before?' 'Yes, I think we have.'
- **Isn't it** a beautiful day! (= It's a beautiful day, isn't it?)

Note the meaning of **yes** and **no** in answers to negative questions:

- **Don't you** want to go to the party? { **Yes.** (= Yes, I want to go) / **No.** (= No, I don't want to go)

Note the word order in negative questions beginning **Why...?**:

- **Why don't we** go out for a meal tonight? (*not* 'Why we don't...')
- **Why wasn't Mary** at work yesterday? (*not* 'Why Mary wasn't...')

Questions (2) → UNIT 49

EXERCISES

48.1 *Ask Liz questions. (Look at her answers before you write the questions.)*

1	(where / from?) Where are you from?	From London originally.
2	(where / live / now?) Where	In Manchester.
3	(married?)	Yes.
4	(how long / married?)	12 years.
5	(children?)	Yes, three boys.
6	(how old / they?)	4, 7 and 9.
7	(what / husband / do?)	He's a policeman.
8	(he / enjoy his job?)	Yes, very much.
9	(arrest anyone yesterday?)	I don't know.
10	(how often / go / on holiday?)	Usually once a year.
11	(where / next year?)	We don't know yet.

LIZ

48.2 *Make questions with* **who** *or* **what.**

1	Somebody hit me.	Who hit you?
2	I hit somebody.	Who did you hit?
3	Somebody gave me the key.	Who
4	Something happened.	What
5	Diane told me something.	
6	This book belongs to somebody.	
7	Somebody lives in that house.	
8	I fell over something.	
9	Something fell on the floor.	
10	This word means something.	
11	I borrowed the money from somebody.	
12	I'm worried about something.	

48.3 *Put the words in brackets in the correct order. All the sentences are questions.*

1 (when / was / built / this house) When was this house built?
2 (how / cheese / is / made)
3 (when / invented / the computer / was)
4 (why / Sue / working / isn't / today)
5 (what time / coming / your friends / are)
6 (why / was / cancelled / the concert)
7 (where / your mother / was / born)
8 (why / you / to the party / didn't / come)
9 (how / the accident / did / happen)
10 (why / this machine / doesn't / work)

48.4 *Write negative questions from the words in brackets. In each situation you are surprised.*

1 A: We won't see Ann this evening.
B: Why not? (she / not / come / to the party?) Isn't she coming to the party?
2 A: I hope we don't meet Brian tonight.
B: Why? (you / not / like / him?)
3 A: Don't go and see that film.
B: Why not? (it / not / good)
4 A: I'll have to borrow some money.
B: Why? (you / not / have / any?)

UNIT 49

Questions (2) (**Do you know where...? / She asked me where...**)

A

When we ask for information, we often say **Do you know...? / Could you tell me...?** etc. If you begin a question like this, the word order is different from a simple question.
Compare:

Where **has Tom** gone? *(simple question)*

but **Do you know** where **Tom has** gone? (*not* 'Do you know where has Tom gone?')

When the question (**Where has Tom gone?**) is part of a longer sentence (**Do you know...? / I don't know... / Can you tell me...?** etc.), it loses the normal question word order.
Compare:

• What time **is it**?	*but*	Do you know what time **it is**?
• Who **is that woman**?		I don't know who **that woman is**.
• Where **can I** find Linda?		Can you tell me where **I can** find Linda?
• How much **will it** cost?		Have you any idea how much **it will** cost?

Be careful with **do/does/did** questions:

• What time **does the film begin**?	*but*	Do you know what time **the film begins**? (*not* 'Do you know what time does...')
• What **do you mean**?		Please explain what **you mean**.
• Why **did Ann** leave early?		I wonder why **Ann left** early.

Use **if** or **whether** where there is no other question word (**what, why** etc.):

- Did anybody see you? *but* Do you know **if** (*or* **whether**) anybody saw you?

B

The same changes in word order happen in *reported* questions:

direct The police officer said to us, 'Where **are you going**?'

reported The police officer asked us where **we were going**.

direct Clare said, 'What time **do the banks close**?'

reported Clare wanted to know what time **the banks closed**.

In reported questions, the verb usually changes to the past (**were, closed**). See Unit 46.

Study these examples. You had an interview for a job and these were some of the questions the interviewer asked you:

INTERVIEWER

How old are you?

What **do you do** in your spare time?

How long **have you** been working in your present job?

Why **did you** apply for the job?

Have **you got** a driving licence?

Can you speak any foreign languages?

YOU

Later you tell a friend what the interviewer asked you. You use *reported* speech:

- She asked (me) how old **I was**.
- She wanted to know what **I did** in my spare time.
- She asked (me) how long **I had** been working in my present job.
- She asked (me) why **I had** applied for the job. (*or* ...**why I applied**)
- She wanted to know whether (*or* if) **I could** speak any foreign languages.
- She asked whether (*or* if) **I had** a driving licence. (*or* ...**I had got**...)

EXERCISES

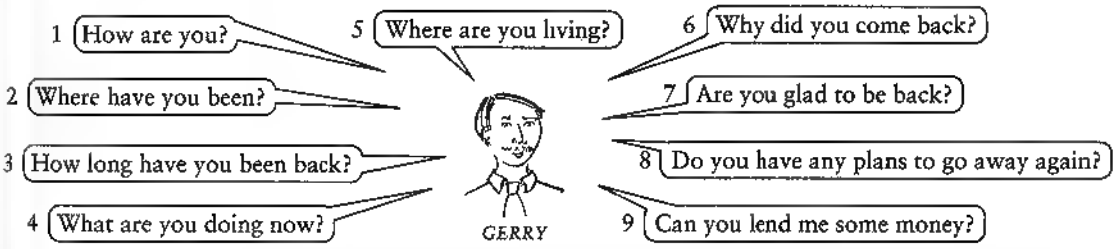
49.1 *Make a new sentence from the question in brackets.*

1 (Where has Tom gone?) Do you know where Tom has gone?
2 (Where is the post office?) Could you tell me where ...
3 (What's the time?) I wonder ...
4 (What does this word mean?) I want to know ...
5 (What time did they leave?) Do you know ...
6 (Is Sue going out tonight?) I don't know ...
7 (Where does Carol live?) Have you any idea ...
8 (Where did I park the car?) I can't remember ...
9 (Is there a bank near here?) Can you tell me ...
10 (What do you want?) Tell me ...
11 (Why didn't Kay come to the party?) I don't know ...
12 (Do you have to pay to park here?) Do you know ...
13 (Who is that woman?) I've no idea ...
14 (Did Ann receive my letter?) Do you know ...
15 (How far is it to the airport?) Can you tell me ...

49.2 *You are making a phone call. You want to speak to Sue but she isn't there. Somebody else answers the phone. You want to know three things:*
(1) **Where has she gone?** *(2)* **When will she be back?** *and (3)* **Did she go out alone?**
Complete the conversation:

A: Do you know where ... (1)?
B: Sorry, I've got no idea.
A: Never mind. I don't suppose you know ... (2).
B: No, I'm afraid not.
A: One more thing. Do you happen to know ... (3)?
B: I'm afraid I didn't see her go out.
A: OK. Well, thank you anyway. Goodbye.

49.3 *You have been away for a while and have just come back to your home town. You meet Gerry, a friend of yours. He asks you a lot of questions:*



Now you tell another friend what Gerry asked you. Use reported speech.

1 He asked me how I was.
2 He asked me ...
3 He ...
4 ...
5 ...
6 ...
7 ...
8 ...
9 ...

UNIT 50

Auxiliary verbs (**have/do/can** etc.)
I think so / I hope so etc.

A

There are two verbs in each of these sentences:

I	**have**	**lost**	my keys.
She	**can't**	**come**	to the party.
The hotel	**was**	**built**	ten years ago.
Where	**do** you	**live?**	

In these examples **have/can't/was/do** are *auxiliary* (= helping) *verbs*.

You can use an auxiliary verb (without the rest of the sentence) when you don't want to repeat something:

- 'Have you locked the door?' 'Yes, I **have**.' (= I have *locked the door*)
- George wasn't working but Janet **was**. (= Janet was *working*)
- She could lend me the money but she **won't**. (= she won't *lend me the money*)
- 'Are you angry with me?' 'Of course I'm **not**.' (= I'm not *angry*)

Use **do/does/did** for the present and past simple:

- 'Do you like onions?' 'Yes, I **do**.' (= I *like onions*)
- 'Does Mark smoke?' 'He **did** but he **doesn't** any more.'

B

We use **have you? / isn't she? / do they?** etc. to show polite interest in what somebody has said:

- 'I've just met Simon.' 'Oh, **have you**? How is he?'
- 'Liz isn't very well today.' 'Oh, **isn't she**? What's wrong with her?'
- 'It rained every day during our holiday.' '**Did it**? What a pity!'

Sometimes we use these 'short questions' to show surprise:

- 'Jim and Nora are getting married.' '**Are they**? Really?'

C

We use auxiliary verbs with **so** and **neither**:

- 'I'm feeling tired.' '**So am I.**' (= I'm feeling tired too)
- 'I never read newspapers.' '**Neither** do I.' (= I never read newspapers either)
- Sue hasn't got a car and **neither has Martin.**

Note the word order after **so** and **neither** (*verb* before *subject*):

- I passed the exam and **so did Tom.** (*not* 'so Tom did')

You can use **nor** instead of **neither**:

- 'I can't remember his name.' '**Nor** can I.' *or* '**Neither** can I.'

You can also use '**...not...either**':

- 'I haven't got any money.' '**Neither** have I.' *or* '**Nor** have I.' *or* '**I haven't either.**'

D

I think so / I hope so etc.

After some verbs you can use **so** when you don't want to repeat something:

- 'Are those people English?' '**I think so.**' (= I think *they are English*)
- 'Will you be at home tomorrow morning?' '**I expect so.**' (= I expect *I'll be at home...*)
- 'Do you think Kate has been invited to the party?' '**I suppose so.**'

You can also say **I hope so, I guess so** and **I'm afraid so.**

The usual negative forms are:

I think so / I expect so → **I don't think so / I don't expect so**
I hope so / I'm afraid so / I guess so → **I hope not / I'm afraid not / I guess not**
I suppose so → **I don't suppose so** *or* **I suppose not**

- 'Is that woman American?' '**I think so. / I don't think so.**'
- 'Do you think it's going to rain?' '**I hope so. / I hope not.**' (*not* 'I don't hope so')

EXERCISES

50.1 *Complete the sentences with an auxiliary verb* (do/was/could/should *etc.*). *Sometimes the verb must be negative* (don't/wasn't *etc.*).

1 I wasn't tired but my friends were.
2 I like hot weather but Ann _____.
3 'Is Colin here?' 'He _____ five minutes ago but I think he's gone home now.'
4 She might phone later this evening but I don't think she _____.
5 'Are you and Chris coming to the party?' 'I _____ but Chris _____.'
6 I don't know whether to apply for the job or not. Do you think I _____?
7 'Please don't tell anybody what I said.' 'Don't worry. I _____.'
8 'You never listen to me.' 'Yes, I _____!'
9 'Can you play a musical instrument?' 'No, but I wish I _____.'
10 'Please help me.' 'I'm sorry. I _____ if I _____ but I _____.'

50.2 *You never agree with Sue. Answer in the way shown.*

SUE

1	I'm hungry.
2	I'm not tired.
3	I like football.
4	I didn't enjoy the film.
5	I've never been to South America.
6	I thought the exam was quite easy.

1	Are you? I'm not.
2	Aren't you? I am.
3	
4	
5	
6	

YOU

50.3 *You are talking to Tina. Write true sentences about yourself. Reply with* So... *or* Neither... *if suitable. Study the two examples carefully.*

TINA

1	I feel really tired.
2	I'm working hard.
3	I watched television last week.
4	I won't be in London next week.
5	I live in a small town.
6	I'd like to go to the moon.
7	I can't play the trumpet.

1	So do I.
2	Are you? I'm not.
3	
4	
5	
6	
7	

YOU

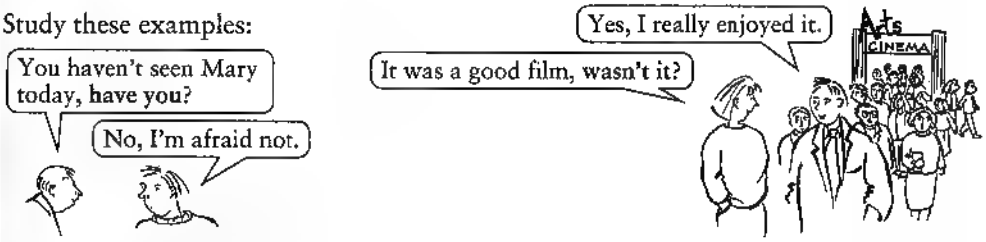
50.4 *In these conversations, you are B. Read the information in brackets and then answer with* I think so, I hope not *etc.*

1 (You don't like rain.) A: Is it going to rain? B: (hope) I hope not.
2 (You need more money quickly.)
A: Do you think you'll get a pay rise soon? B: (hope) _____
3 (You think Diane will probably get the job that she applied for.)
A: I wonder if Diane will get the job. B: (expect) _____
4 (You're not sure whether Jill is married – probably not.)
A: Is Jill married? B: (think) _____
5 (You are the receptionist at a hotel. The hotel is full.)
A: Have you got a room for tonight? B: (afraid) _____
6 (You're at a party. You have to leave early.)
A: Do you have to leave already? B: (afraid) _____
7 (Ann normally works every day, Monday to Friday. Tomorrow is Wednesday.)
A: Is Ann working tomorrow? B: (suppose) _____
8 (You are going to a party. You can't stand John.)
A: Do you think John will be at the party? B: (hope) _____
9 (You're not sure what time the concert is – probably 7.30.)
A: Is the concert at 7.30? B: (think) _____

UNIT
51 Question tags (**do you? isn't it?** etc.)

A

Study these examples:



Have you? and **wasn't it?** are *question tags* (= mini-questions that we often put on the end of a sentence in spoken English). In question tags, we use an auxiliary verb (**have/was/will** etc.). We use **do/does/did** for the present and past simple (see also Unit 50):

- 'Karen plays the piano, **doesn't she?**' 'Well, yes, but not very well.'
- 'You didn't lock the door, **did you?**' 'No, I forgot.'

B

Normally we use a *negative* question tag after a *positive* sentence:

positive sentence +	*negative tag*
Mary **will** be here soon,	**won't she?**
There **was** a lot of traffic,	**wasn't there?**
Jim **should** pass the exam,	**shouldn't he?**

...and a *positive* question tag after a *negative* sentence:

negative sentence +	*positive tag*
Mary **won't** be late,	**will she?**
They **don't** like us,	**do they?**
You **haven't** got a car,	**have you?**

Notice the meaning of **yes** and **no** in answer to a negative sentence:

- You're **not** going out today, **are you?** { **Yes.** (= Yes, I am going out) / **No.** (= No, I am not going out)

C

The meaning of a question tag depends on how you say it. If your voice goes *down*, you aren't really asking a question; you are only inviting the listener to agree with you:

- 'It's a nice day, **isn't it?**' 'Yes, lovely.'
- 'Tim doesn't look well today, **does he?**' 'No, he looks very tired.'
- She's very pretty. She's got beautiful eyes, **hasn't she?**

But if the voice goes *up*, it is a real question:

- 'You haven't seen Mary today, **have you?**' 'No, I'm afraid not.'
  (= Have you seen Mary today by any chance?)

We often use a *negative sentence* + *positive tag* to ask for things or information, or to ask somebody to do something. The voice goes *up* at the end of the tag in sentences like these:

- 'You haven't got a pen, **have you?**' 'Yes, here you are.'
- 'You couldn't do me a favour, **could you?**' 'It depends what it is.'
- 'You don't know where Karen is, **do you?**' 'Sorry, I've no idea.'

D

After **Let's...** the question tag is **...shall we?**:

- **Let's** go for a walk, **shall we?**

After the imperative (**Do... / Don't do...** etc.), the tag is usually **...will you?**:

- **Open** the door, **will you?**
- **Don't be late, will you?**

Note that we say **...aren't I?** (= am I not?):

- I'm late, **aren't I?**

EXERCISES

51.1 *Put a question tag on the end of these sentences.*

1	Tom won't be late, will he?	No, he's never late.
2	You're tired, aren't you?	Yes, a little.
3	You've got a camera, . . ?	Yes, why? Do you want to borrow it?
4	You weren't listening, . . ?	Yes, I was!
5	Sue doesn't know Ann, ?	No, they've never met.
6	Jack's on holiday, ?	Yes, he's in Portugal.
7	Ann's applied for the job, . ?	Yes, but she won't get it.
8	You can speak German, .. ?	Yes, but not very fluently.
9	He won't mind if I use his phone, . ?	No, of course he won't.
10	There are a lot of people here, . ?	Yes, more than I expected.
11	Let's go out tonight, ?	Yes, let's.
12	This isn't very interesting, . . ?	No, not very.
13	I'm too impatient, . .?	Yes, you are sometimes.
14	You wouldn't tell anyone, ?	No, of course not.
15	Listen, . ?	OK, I'm listening.
16	I shouldn't have lost my temper, ?	No, but never mind.
17	Don't drop that vase, ...?	No, don't worry.
18	He'd never met her before, . ?	No, that was the first time.

51.2 *Read the situation and write a sentence with a question tag. In each situation you are asking your friend to agree with you.*

1 You look out of the window. The sky is blue and the sun is shining. What do you say to your friend? (beautiful day) . It's a beautiful day, isn't it?
2 You're with a friend outside a restaurant. You're looking at the prices, which are very high. What do you say? (expensive) It . . . . . .
3 You've just come out of the cinema with a friend. You really enjoyed the film. What do you say to your friend? (great) The film . . . . . .
4 You and a friend are listening to a woman singing. You like her voice very much. What do you say to your friend? (a lovely voice) She . . . . . .
5 You are trying on a jacket. You look in the mirror and you don't like what you see. What do you say to your friend? (not / look / very good) It . . . . . .
6 Your friend's hair is much shorter than when you last met. What do you say to her/him? (have / your hair / cut) You . . . . . .
7 You and a friend are walking over a wooden bridge. It is very old and some parts are broken. What do you say? (not / very safe) This bridge . . . . . .

51.3 *In these situations you are asking for information and asking people to do things. Make sentences like those in Section C.*

1 You need a pen. Perhaps Jane has got one. Ask her. Jane, you haven't got a pen, have you?
2 Jack is just going out. You want him to get you some stamps. Ask him.
Jack, you . . . . . .
3 You're looking for Ann. Perhaps Kate knows where she is. Ask her.
Kate, you . . . . . .
4 You need a bicycle pump. Perhaps Helen has got one. Ask her.
Helen, ...
5 You're looking for your keys. Perhaps Robin has seen them. Ask him.
. . . . . .

UNIT 52

Verb + **-ing** (**enjoy** doing / **stop** doing etc.)

Look at these examples:

- I **enjoy** dancing. (*not* 'I enjoy to dance')
- Would you **mind** closing the door? (*not* 'mind to close')
- Ian **suggested** going to the cinema. (*not* 'suggested to go')

After **enjoy**, **mind** and **suggest**, we use **-ing** (*not* **to**...).

Here are some more verbs that are followed by **-ing**:

stop	**delay**	**fancy**	**consider**	**admit**	**miss**	**involve**
finish	**postpone**	**imagine**	**avoid**	**deny**	**risk**	**practise**

- Suddenly everybody **stopped** talking. There was silence.
- I'll do the shopping when I've **finished** cleaning the flat.
- He tried to **avoid** answering my question.
- I don't **fancy** going out this evening.
- Have you ever **considered** going to live in another country?

Note the negative form **not -ing**:

- When I'm on holiday, I **enjoy not** having to get up early.

We also use **-ing** after:

give up (= stop)
put off (= postpone)
carry on / go on (= continue)
keep *or* **keep on** (= do something continuously or repeatedly)

- Paula has **given up** smoking.
- We must do something. We can't **go on** living like this! (*or* ...**carry on living**...)
- Don't **keep** interrupting me while I'm speaking. (*or* Don't **keep on** interrupting...)

With some verbs you can use the structure *verb* + somebody + **-ing**:

- I can't **imagine** George riding a motorbike.
- You can't **stop** me doing what I want.
- 'Sorry to **keep** you waiting so long.' 'That's all right.'

Note the passive form (**being done/seen/kept** etc.):

- I don't **mind being kept** waiting. (= I don't mind **people** keeping me...)

When you are talking about finished actions, you can say **having done/stolen/said** etc.:

- She admitted **having stolen** the money.

But it is not necessary to use **having** (done). You can also use the simple **-ing** form for finished actions:

- She admitted **stealing** the money.
- I now **regret saying** (*or* **having said**) what I said.

For **regret**, see Unit 55B.

After some of the verbs on this page (especially **admit/deny/suggest**) you can use **that**...:

- She **denied that** she had stolen the money. (*or* She **denied** stealing...)
- Ian **suggested that** we went to the cinema. (*or* Ian **suggested** going...)

For **suggest**, see also Unit 34.

Verb + to... → UNIT 53 Verb + to... and -ing → UNITS 54C, 55–57 Regret/go on → UNIT 55B

EXERCISES

52.1 *Complete each sentence with one of these verbs:*

~~answer~~ apply be be listen make see try use wash work write

1 He tried to avoid ..answering my question.
2 Could you please stop ..... so much noise?
3 I enjoy ..... to music.
4 I considered ..... for the job but in the end I decided against it.
5 Have you finished ..... your hair yet?
6 If you walk into the road without looking, you risk ..... knocked down.
7 Jim is 65 but he isn't going to retire yet. He wants to carry on .....
8 I don't mind you ..... the phone as long as you pay for all your calls.
9 Hello! Fancy ..... you here! What a surprise!
10 I've put off ..... the letter so many times. I really must do it today.
11 What a stupid thing to do! Can you imagine anybody ..... so stupid?
12 Sarah gave up ..... to find a job in this country and decided to go abroad.

52.2 *Complete the sentences for each situation using* -ing.

1 "What shall we do?" "We could go to the cinema." She suggested going to the cinema.
2 "Do you want to play tennis?" "No, not really." He didn't fancy .....
3 "You were driving too fast." "Yes, it's true. Sorry!" She admitted .....
4 "Why don't we go for a swim?" "Good idea!" She suggested .....
5 "You broke into the shop." "No, I didn't!" He denied .....
6 "Can you wait a few minutes?" "Sure, no problem." They didn't mind .....

52.3 *Complete the sentences so that they mean the same as the first sentence. Use* -ing.

1 I can do what I want and you can't stop me. You can't stop me doing what I want.
2 It's not a good idea to travel during the rush hour.
It's better to avoid .....
3 Shall we go away tomorrow instead of today?
Shall we postpone ..... until .....?
4 The driver of the car said it was true that he didn't have a licence.
The driver of the car admitted .....
5 Could you turn the radio down, please?
Would you mind .....?
6 Please don't interrupt me all the time.
Would you mind .....?

52.4 *Use your own ideas to complete these sentences. Use* -ing.

1 She's a very interesting person. I always enjoy talking to her.
2 I'm not feeling very well. I don't fancy .....
3 I'm afraid there aren't any chairs. I hope you don't mind .....
4 It was a lovely day, so I suggested .....
5 It was very funny. I couldn't stop .....
6 My car isn't very reliable. It keeps .....

53 Verb + **to...** (**decide to do / forget to do** etc.)

offer	decide	hope	deserve	attempt	promise
agree	plan	aim	afford	manage	threaten
refuse	arrange	learn	forget	fail	

If these verbs are followed by another verb, the structure is usually *verb* + **to...** *(infinitive)*:

- It was late, so we **decided to take** a taxi home.
- Simon was in a difficult situation, so I **agreed to lend** him some money.
- How old were you when you **learnt to drive**? (*or* 'learnt **how** to drive')
- I waved to Karen but **failed to attract** her attention.

Note these examples with the *negative* **not to...**:

- We **decided not to go** out because of the weather.
- I **promised not to be** late.

With many verbs you cannot normally use **to...** . For example, **enjoy/think/suggest**:

- I **enjoy** dancing. (*not* 'enjoy to dance')
- Ian **suggested going** to the cinema. (*not* 'suggested to go')
- Are you **thinking of buying** a car? (*not* 'thinking to buy')

For verb + **-ing**, see Unit 52. For verb + preposition + **-ing**, see Unit 61.

We also use **to...** after: **seem appear tend pretend claim.** For example:

- They **seem to have** plenty of money.
- I like George but I think he **tends to talk** too much.
- Ann **pretended not to see** me as she passed me in the street.

There is also a *continuous* infinitive (**to be doing**) and a *perfect* infinitive (**to have done**):

- I **pretended to be** reading the newspaper. (= I pretended that I **was reading**)
- You **seem to have lost** weight. (= it seems that you **have lost** weight)

We say '**decide to do** something', '**promise to do** something' etc. In the same way, we say 'a **decision to do** something', 'a **promise to do** something' etc. (*noun* + **to...**):

- I think his **decision to give** up his job was stupid.
- George has a **tendency to talk** too much.

After **dare** you can use the infinitive with or without **to**:

- I wouldn't **dare to tell** him. *or* I wouldn't **dare tell** him.

But after **daren't** (*or* **dare not**), you must use the infinitive without **to**:

- I **daren't tell** him what happened. (*not* 'I daren't to tell him')

After the following verbs you can use a question word (**what/whether/how** etc.) + **to...**:
ask decide know remember forget explain learn understand wonder

We **asked**	**how**	**to get**	to the station.
Have you **decided**	**where**	**to go**	for your holidays?
I don't **know**	**whether**	**to apply**	for the job or not.
Do you **understand**	**what**	**to do?**	

Also: **show / tell / ask / advise / teach** somebody **what / how / where** to do something:

- Can somebody **show me how to change** the film in this camera?
- Ask Jack. He'll **tell you what to do.**

Verb + **-ing** → UNIT 52 Verb + object + **to..** (**want** etc.) → UNIT 54 Verb + **to..** and **-ing** → UNITS 54C, 55–57

EXERCISES

53.1 *Complete the sentences for each situation.*

1 Shall we get married? — Yes, let's. — They decided to get married.

2 Please help me. — OK. — She agreed ...

3 Can I carry your bag for you? — No, thanks. I can manage. — He offered ...

4 Let's meet at 8 o'clock. — OK, fine. — They arranged ...

5 What's your name? — I'm not going to tell you. — She refused ...

53.2 *Complete each sentence with a suitable verb.*

1 Don't forget ...to post... the letter I gave you.
2 There was a lot of traffic but we managed ... to the airport in time.
3 Jill has decided not ... a car.
4 We've got a new computer in our office. I haven't learnt ... it yet.
5 I wonder where Sue is. She promised not ... late.
6 We were all too afraid to speak. Nobody dared ... anything.

53.3 *Put the verb into the correct form,* to... *or* -ing. *(See Unit 52 for verb + -ing.)*

1 When I'm tired, I enjoy watching television. It's relaxing. (watch)
2 It was a nice day, so we decided ... for a walk. (go)
3 It's a nice day. Does anyone fancy ... for a walk? (go)
4 I'm not in a hurry. I don't mind ... (wait)
5 They don't have much money. They can't afford ... out very often. (go)
6 I wish that dog would stop ... It's driving me mad. (bark)
7 Our neighbour threatened ... the police if we didn't stop the noise. (call)
8 We were hungry, so I suggested ... dinner early. (have)
9 Hurry up! I don't want to risk ... the train. (miss)
10 I'm still looking for a job but I hope ... something soon. (find)

53.4 *Make a new sentence using the verb in brackets.*

1 He has lost weight. (seem) He seems to have lost weight.
2 Tom is worried about something. (appear) Tom appears ...
3 You know a lot of people. (seem) You ...
4 My English is getting better. (seem) ...
5 That car has broken down. (appear) ...
6 David forgets things. (tend) ...
7 They have solved the problem. (claim) ...

53.5 *Complete each sentence using* what/how/whether + *one of these verbs:*

do **get** go ride say use

1 Do you know how to get to John's house?
2 Can you show me ... this washing machine?
3 Would you know ... if there was a fire in the building?
4 You'll never forget ... a bicycle once you have learned.
5 I was really astonished. I didn't know ...
6 I've been invited to the party but I don't know ... or not.

UNIT 54

Verb + (object) + **to...** (I **want** (**you**) **to do** etc.)

want	ask	help	would like	would love
expect	beg	mean (= intend)	would prefer	would hate

These verbs are followed by to... (*infinitive*). The structure can be:

verb + to... *or* *verb* + *object* + to...

- We expected **to be** late.
- We expected **Tom to be** late.
- **Would** you like **to go** now?
- Would you like **me to go** now?
- He doesn't **want to know**.
- He doesn't want **anybody to know**.

Be careful with **want**. Do not say 'want that...':

- Do you **want me to come** with you? (*not* 'Do you want that I come')

After **help** you can use the infinitive with or without **to**. So you can say:

- Can you help me **to move** this table? *or* Can you help me **move** this table?

tell	remind	force	enable	teach
order	warn	invite	persuade	get (= persuade, arrange for)

These verbs have the structure *verb* + *object* + to...:

- Can you **remind me to phone** Ann tomorrow?
- Who **taught you to drive**?
- I didn't move the piano by myself. I **got somebody to help** me.
- Jim said the switch was dangerous and **warned me not to touch** it.

In the next example, the verb is *passive* (**was warned**):

- **I was warned not to touch** the switch.

Note that you cannot use **suggest** with the structure *verb* + *object* + to...:

- Jane **suggested that I should buy** a car. (*not* 'Jane suggested me to buy')

For **suggest**, see Units 34 and 52.

advise	recommend	encourage	allow	permit	forbid

There are two possible structures after these verbs. Compare:

verb + **-ing** (without an object)

- I wouldn't **recommend staying** in that hotel.
- She doesn't **allow smoking** in the house.

verb + *object* + to...

- I wouldn't **recommend anybody to stay** in that hotel.
- She doesn't **allow us to smoke** in the house.

Compare these examples with (**be**) **allowed** *(passive)*:

- Smoking **isn't allowed** in the house.
- We **aren't allowed to smoke** in the house.

Make and **let**

These verbs have the structure *verb* + *object* + *infinitive* (without **to**):

- The customs officer **made Sally open** her case. (*not* 'to open')
- Hot weather **makes me feel** tired. (= causes me to feel tired)
- Her parents wouldn't **let her go** out alone. (= wouldn't allow her to go out)
- **Let me carry** your bag for you.

We say '**make** somebody **do**...' (*not* 'to do'), but the *passive* is '(be) made **to** do...' (infinitive *with* **to**):

- Sally **was made to open** her case (by the customs officer).

Tell/ask → UNIT 47C Verb + -ing → UNIT 52 Verb + to → UNIT 53 Verb + to... and -ing → UNITS 55–57

EXERCISES

1 *Complete the questions. Use* **do you want me to...?** *or* **would you like me to...?** *with one of these verbs (+ any other necessary words):* ~~come~~ **lend repeat show shut wait**

1 Do you want to go alone or *do you want me to come with you?*
2 Have you got enough money or do you want _____?
3 Shall I leave the window open or would you _____?
4 Do you know how to use the machine or would _____?
5 Did you hear what I said or do _____?
6 Can I go now or do _____?

2 *Complete the sentences for each situation.*

1 "Lock the door." "OK." She told *him to lock the door.*
2 "Why don't you come and stay with us for a few days?" "Yes, I'd love to." They invited him _____
3 "Can I use your phone?" "No!" She wouldn't let _____
4 "Be careful." "Don't worry. I will." She warned _____
5 "Can you give me a hand?" "Yes, of course." He asked _____

3 *Complete these sentences so that the meaning is similar to the first sentence.*

1 My father said I could use his car. My father allowed *me to use his car.*
2 I was surprised that it rained. I didn't expect _____
3 Don't stop him doing what he wants. Let _____
4 He looks older when he wears glasses. Glasses make _____
5 I think you should know the truth. I want _____
6 Don't let me forget to phone my sister. Remind _____
7 At first I didn't want to apply for the job but Sarah persuaded me.
Sarah persuaded _____
8 My lawyer said I shouldn't say anything to the police.
My lawyer advised _____
9 I was told that I shouldn't believe everything he says.
I was warned _____
10 If you've got a car, you are able to travel round more easily.
Having a car enables _____

4 *Put the verb in the right form:* **-ing** *or infinitive (with or without* **to***).*

1 She doesn't allow *smoking* in the house. (smoke)
2 I've never been to Iceland but I'd like _____ there. (go)
3 I'm in a difficult position. What do you advise me _____? (do)
4 She said the letter was personal and wouldn't let me _____ it. (read)
5 We were kept at the police station for two hours and then we were allowed _____. (go)
6 Where would you recommend me _____ for my holidays? (go)
7 I wouldn't recommend _____ in that restaurant. The food is awful. (eat)
8 The film was very sad. It made me _____. (cry)
9 Carol's parents always encouraged her _____ hard at school. (study)

55 Verb + **-ing** or **to...** (1) (**remember/regret** etc.)

When one verb follows another verb, the structure is usually *verb* + **-ing** or *verb* + **to...** . Compare:

verb + **-ing**	*verb* + **to...**
• They **denied stealing** the money. • I **enjoy going** out.	• They **decided to steal** the money. • I **want to go** out.
Often we use **-ing** for an action that happens *before* the first verb or at the same time: **stealing** ← **denied** (**enjoy** / **going**)	Often we use **to...** for an action that *follows* the first verb: **decided** → **to steal** **want** → **to go**

This difference is often helpful (see Section B) but does not explain all uses of **-ing** and **to...** .

Some verbs can be followed by **-ing** or **to...** with a difference of meaning:

remember

I remember doing something = I did it and now I remember this. You **remember doing** something *after* you have done it: • I'm absolutely sure I locked the door. I clearly **remember locking** it. (= I locked it, and now I remember this) • He could **remember driving** along the road just before the accident happened, but he couldn't remember the accident itself.	**I remembered to do** something = I remembered that I had to do it, and so I did it. You **remember to do** something *before* you do it: • **I remembered to lock** the door when I left but I forgot to shut the windows. (= I remembered that I had to lock the door and so I locked it) • Please **remember to post** the letter. (= don't forget to post it)

regret

I regret doing something = I did it and now I'm sorry about it: • I now **regret saying** what I said. I shouldn't have said it.	I **regret to say / to tell** you / **to inform** you = I'm sorry that I have to say (etc.): • *(from a formal letter)* We **regret to inform** you that we are unable to offer you the job.

go on

Go on doing something = continue doing the same thing: • The minister **went on talking** for two hours. • We must change our ways. We can't **go on living** like this.	**Go on to do** something = do or say something new: • After discussing the economy, the minister then **went on to talk** about foreign policy.

begin **start** **intend** **continue** **bother**

These verbs can be followed by **-ing** or **to...** with little or no difference in meaning. So you can say:

- It has **started raining.** *or* It has **started to rain.**
- John **intends buying** a house. *or* John **intends to buy...**
- Don't **bother locking** the door. *or* Don't **bother to lock...**

But normally we do not use **-ing** after **-ing:**

- It's **starting to rain.** (*not* 'it's starting raining')

Verb + **-ing** → UNIT 52 Verb + **to** . → UNITS 53–54 Other verbs + **-ing** or **to...** → UNITS 56–57

EXERCISES

55.1 *Put the verb into the correct form,* **-ing** *or* **to...** *. Sometimes either form is possible.*

1 They denied stealing the money. (steal)
2 I don't enjoy _____ very much. (drive)
3 I don't want _____ out tonight. I'm too tired. (go)
4 I can't afford _____ out tonight. I haven't got enough money. (go)
5 Has it stopped _____ yet? (rain)
6 Can you remind me _____ some coffee when we go out? (buy)
7 Why do you keep _____ me questions? Can't you leave me alone? (ask)
8 Please stop _____ me questions! (ask)
9 I refuse _____ any more questions. (answer)
10 One of the boys admitted _____ the window. (break)
11 The boy's father promised _____ for the window to be repaired. (pay)
12 Ann was having dinner when the phone rang. She didn't answer the phone; she just carried on _____. (eat)
13 'How did the thief get into the house?' 'I forgot _____ the window.' (shut)
14 I've enjoyed _____ you. (meet) I hope _____ you again soon. (see)
15 The baby began _____ in the middle of the night. (cry)
16 Julia has been ill but now she's beginning _____ better. (get)

55.2 *Here is some information about Tom when he was a child.*

1 He was in hospital when he was four.
2 He went to Paris when he was eight.
3 Once he fell into a river.
4 He cried on his first day at school.
5 He said he wanted to be a doctor.
6 Once he was bitten by a dog.

He can still remember 1, 2 and 4. But he can't remember 3, 5 and 6. Write sentences beginning **He can remember...** *or* **He can't remember...** *.*

1 He can remember being in hospital when he was four.
2 _____
3 _____
4 _____
5 _____
6 _____

55.3 *Complete these sentences with a suitable verb in the correct form,* **-ing** *or* **to...** *.*

1 a Please remember to lock the door when you go out.
b A: You lent me some money a few months ago.
B: Did I? Are you sure? I don't remember _____ you any money.
c A: Did you remember _____ your sister?
B: Oh no, I completely forgot. I'll phone her tomorrow.
d When you see Mandy, remember _____ her my regards, won't you?
e Someone must have taken my bag. I clearly remember _____ it by the window and now it has gone.
2 a I believe that what I said was fair. I don't regret _____ it.
b *(after a driving test)* I regret _____ that you have failed the test.
3 a Keith joined the company 15 years ago. He was quickly promoted and became assistant manager after two years. A few years later he went on _____ manager of the company.
b I can't go on _____ here any more. I want a different job.
c When I came into the room, Liz was reading a newspaper. She looked up and said hello to me, and then went on _____ her newspaper.

UNIT 56

Verb + **-ing** or **to...** (2) (**try/need/help**)

A

Try to... and try -ing

Try to do = attempt to do, make an effort to do:

- I was very tired. I **tried to keep** my eyes open but I couldn't.
- Please **try to be** quiet when you come home. Everyone will be asleep.

Try also means 'do something as an experiment or test'. For example:

- These cakes are delicious. You must **try** one. (= you must have one to see if you like it)
- We couldn't find anywhere to stay. We **tried** every hotel in the town but they were all full. (= we went to every hotel to see if they had a room)

If **try** (with this meaning) is followed by a verb, we say **try -ing**:

- A: The photocopier doesn't seem to be working.
  B: **Try pressing** the green button. (= press the green button – perhaps this will help to solve the problem)

Compare:

- **I tried to move** the table but it was too heavy. (so I couldn't move it)
- I didn't like the way the furniture was arranged, so I **tried moving** the table to the other side of the room. But it still didn't look right, so I moved it back again.

B

Need to... and need -ing

I need to do something = it is necessary for me to do it:

- I **need to take** more exercise.
- He **needs to work** harder if he wants to make progress.
- I don't **need to come** to the meeting, do I?

Something **needs doing** = something needs to be done:

- The batteries in the radio **need changing**. (= they need to be changed)
- Do you think my jacket **needs cleaning**? (= ...needs to be cleaned)
- It's a difficult problem. It **needs thinking** about very carefully. (= it needs to be thought about)

C

Help and can't help

You can say '**help to do**' or '**help do**' (infinitive with or without **to**):

- Everybody **helped to clean** up after the party. *or* Everybody **helped clean** up...
- Can you **help** me **to move** this table? *or* Can you **help** me **move**...

There is also an expression '**can't/couldn't help** doing something'. '**I can't help doing** something' = I can't stop myself from doing it:

- I don't like him but he has a lot of problems. I **can't help feeling** sorry for him.
- She tried to be serious but she **couldn't help laughing**. (= she couldn't stop herself from laughing)
- I'm sorry I'm so nervous. I **can't help it**. (= I can't help being nervous)

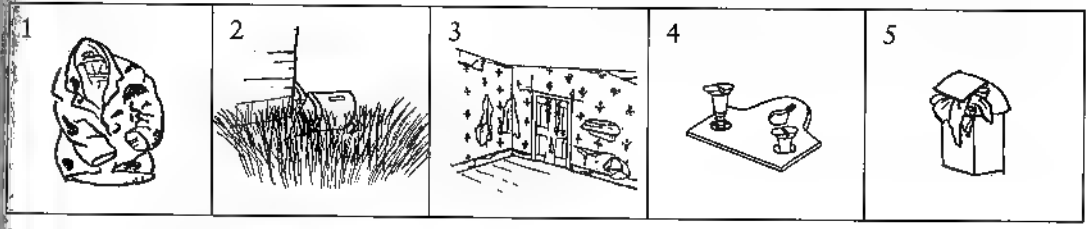
Verb + -ing → UNIT 52 Verb + to... → UNITS 53–54 Other verbs + -ing or to → UNITS 55, 57

EXERCISES

1 *Make helpful suggestions. Each time write a sentence using* **try** *+ one of the following suggestions:* phone him at work · move the aerial · ~~change the batteries~~ · turn it the other way · take an aspirin

1	The radio isn't working. I wonder what's wrong with it.	Have you tried changing the batteries?
2	I can't open the door. The key won't turn.	Try . . . . .
3	The TV picture isn't very good. What can I do about it?	Have you . . . . .
4	I can't contact Fred. He's not at home. What shall I do?	Why don't you . . . . .
5	I've got a terrible headache. I wish it would go.	Have you . . . . .

2 *For each picture write a sentence with* **need(s)** *+ one of the following verbs:* ~~clean~~ · cut · empty · redecorate · tighten



1 Her jacket is dirty. It needs cleaning.
2 The grass is very long. It . . . . . .
3 The room isn't very nice. . . . . .
4 The screws are loose. . . . . .
5 The bin is full. . . . . .

3 *Put the verb into the correct form,* **-ing** *or* **to…** .

1 a I was very tired. I tried . to keep (keep) my eyes open but I couldn't.
b I rang the doorbell but there was no answer. Then I tried . . . . . (knock) on the door, but there was still no answer.
c We tried . . . . . (put) the fire out but we were unsuccessful. We had to call the fire brigade.
d Sue needed to borrow some money. She tried . . . . . (ask) Gerry but he was short of money too.
e I tried . . . . . (reach) the shelf but I wasn't tall enough.
f Please leave me alone. I'm trying . . . . . (concentrate).
2 a I need a change. I need . . . . . (go) away for a while.
b She isn't able to look after herself. She needs . . . . . (look) after.
c The windows are dirty. They need . . . . . (clean).
d Why are you leaving now? You don't need . . . . . (go) yet, do you?
e You don't need . . . . . (iron) that shirt. It doesn't need . . . . . (iron).
3 a They were talking very loudly. I couldn't help . . . . . (overhear) them.
b Can you help me . . . . . (get) the dinner ready?
c He looks so funny. Whenever I see him, I can't help . . . . . (smile).
d The fine weather helped . . . . . (make) it a very enjoyable holiday.

UNIT 57

Verb + **-ing** or **to...** (3) (**like / would like** etc.)

like	love	hate	can't bear	enjoy	dislike	mind	can't stand

These verbs and expressions all mean 'like' or 'not like'. They are often followed by **-ing**:

- Ann **hates** flying.
- Why do you **dislike** living here?
- I don't **like** people shouting at me. (= I don't like **being shouted** at.)

After **love**, **hate** and **can't bear**, you can also use **to...** . So you can say:

- **I love** meeting people. *or* **I love to meet** people.
- She **can't bear** being alone. *or* She **can't bear to be** alone.

But after **enjoy / dislike / mind / can't stand**, we use only **-ing** (*not* 'to...'):

- I **enjoy** being alone. (*not* 'I enjoy to be')
- Tom doesn't **mind** working at night. (*not* 'mind to work')

Like

You can say '**I like doing** something' or '**I like to do** something'. Often it doesn't matter which you use, so you can say:

- **I like** getting up early. *or* **I like to get** up early.

In British English, there is sometimes a difference between '**I like doing**' and '**I like to do**'.

'**I like doing** something' means 'I enjoy it':

- Do you **like** cooking? (= do you enjoy it?)
- I **like** living here. (= I enjoy it)

'**I like to do** something' means 'I think it is good or right to do it':

- **I like to clean** the kitchen as often as possible. (This doesn't mean that I *enjoy* it; it means that I think it is a good thing to do.)
- Mary **likes** people **to be** on time.

Would like / would love / would hate / would prefer are usually followed by **to...** (*infinitive*):

- **I would like to be** rich.
- **Would** you **like to come** to dinner on Friday?
- **I'd love** (= would love) **to be** able to travel round the world.
- **Would** you **prefer to have** dinner now or later?

Compare **I like** and **I would like**:

- **I like playing / to play** tennis. (= I enjoy it in general)
- **I would like to play** tennis today. (= I want to play today)

Note that **would mind** is followed by **-ing** (*not* **to...**):

- **Would** you **mind** closing the door, please?

You can also say 'I would like **to have done** something' (= I regret now that I didn't or couldn't do something):

- It's a pity we didn't see Val when we were in London. I **would like to have seen** her again.
- **We'd like to have gone** on holiday but we didn't have enough money.

You can use the same structure after **would love / would hate / would prefer**:

- Poor old Tom! I **would hate to have been** in his position.
- **I'd love to have gone** to the party but it was impossible.

Would like → UNITS 36E, 54A **Prefer** → UNIT 58

EXERCISES

1 *Complete the sentences with* **likes...** *or* **doesn't like...** *+ one of the following (in the correct form):*

be kept waiting do nothing drive ~~fly~~ ~~solve mysteries~~
take photographs take risks work in the open air

1 George is a detective. He enjoys his work. He likes solving mysteries.
2 Ann very rarely travels by plane. She doesn't like flying.
3 Rose always carries her camera with her. She
4 Christine doesn't use her car very often. She
5 Dave is a gardener. He likes his job. He
6 Jennifer is a very cautious person. She
7 Ted is extremely lazy. He
8 Helen is very impatient. She

2 *Write sentences about yourself. Say whether you like or don't like these activities. Choose one of these verbs for each sentence:* **(don't) like love hate enjoy don't mind**

1 (flying) I don't like flying.
2 (playing cards)
3 (doing the ironing)
4 (going to museums)
5 (lying on the beach all day)

3 *How would you feel about doing these jobs? In your sentences use one of these:*
I'd like / I wouldn't like I'd love I'd hate I wouldn't mind

1 (a teacher) I wouldn't like to be a teacher.
2 (a dentist)
3 (a hairdresser)
4 (an airline pilot)
5 (a tourist guide)

4 *Put in a suitable verb in the correct form,* **-ing** *or* **to...** *. Sometimes either form is possible.*

1 It's nice to be with other people but sometimes I enjoy being alone.
2 I'm not quite ready yet. Do you mind ..... a little longer?
3 When I was a child, I hated to bed early.
4 I don't enjoy letters. I can never think what to write.
5 I need a new job. I can't stand here any more.
6 I would love to your wedding but I'm afraid it isn't possible.
7 Caroline never wears a hat. She doesn't like hats.
8 'Would you like ... down?' 'No, thanks. I'll stand.'
9 When I have to catch a train, I'm always worried that I'll miss it. So I like . to the station in plenty of time.
10 Have you got a moment? I'd like to you about something.

5 *Write sentences like those in Section D. Use the verb in brackets.*

1 It's a pity I couldn't go to the wedding. (like) I would like to have gone to the wedding.
2 It's a pity I didn't see the programme. (like)
3 I'm glad I didn't lose my watch. (hate)
4 It's a pity I didn't meet Ann. (love)
5 I'm glad I wasn't alone. (not/like)
6 It's a pity I couldn't travel by train. (prefer)

UNIT 58

Prefer and would rather

Prefer to do and prefer doing

You can use 'prefer to (do)' or 'prefer -ing' to say what you prefer in general:

- I don't like cities. I **prefer to live** in the country. *or* **I prefer living** in the country.

Study the differences in structure after **prefer**. We say:

	I prefer	something	to	something else.
	I prefer	**doing** something	to	**doing** something else.
but	I prefer	**to do** something	**rather** than	(**do**) something else.

- I **prefer** this coat **to** the coat you were wearing yesterday.
- I **prefer** driving **to** travelling by train.

but

- I **prefer to drive rather than** travel by train.
- Ann **prefers to** live in the country **rather than** (**live**) in a city.

Would prefer (I'd prefer...)

We use 'would prefer' to say what somebody wants in a particular situation (not in general):

- '**Would** you **prefer** tea or coffee?' 'Coffee, please.'

We say 'would prefer **to do**' (*not* 'doing'):

- 'Shall we go by train?' 'Well, I'**d prefer to go** by car.' (*not* 'I'd prefer going')
- I'**d prefer to stay** at home tonight **rather than go** to the cinema.

Would rather (I'd rather...)

Would rather (do) = **would prefer** (to do). After **would rather** we use the infinitive *without* **to**. Compare:

- 'Shall we go by train?' { 'I'd **prefer to go** by car.' / 'I'd **rather go** by car.' (*not* 'to go') }
- '**Would** you **rather have** tea or coffee?' 'Coffee, please.'

The negative is 'I'd **rather not** (do something)':

- I'm tired. I'**d rather not go** out this evening, if you don't mind.
- 'Do you want to go out this evening?' '**I'd rather not**.'

Study the structure after **would rather**:

I'd rather	**do** something	**than**	(**do**) something else.

- I'**d rather stay** at home tonight **than go** to the cinema.

I'd rather you did something

When you want somebody to do something, you can say '**I'd rather you did** something':

- 'Shall I stay here?' '**I'd rather you came** with us.'
- 'Shall I tell them the news?' 'No. I'**d rather** they **didn't** know.'
- Shall I tell them or **would** you **rather** they **didn't** know?

In this structure we use the *past* (**came**, **did** etc.), but the meaning is present or future, *not* past. Compare:

- I'd rather **cook** the dinner now.

but

- I'd rather **you cooked** the dinner now. (*not* 'I'd rather you cook')

The negative is 'I'd rather you **didn't**...':

- I'**d rather you didn't tell** anyone what I said.
- 'Do you mind if I smoke?' 'I'**d rather you didn't**.'

Prefer...to... → UNIT 135D

EXERCISES

1 *Which do you prefer? Write sentences using* 'I prefer (something) to (something else)'. *Put the verb into the correct form where necessary.*

1 (drive / travel by train) I prefer driving to travelling by train.
2 (tennis / football) I prefer
3 (phone people / write letters) I to
4 (go to the cinema / watch films on TV)

Now rewrite sentences 3 and 4 using the structure 'I prefer (to do something)...'.

5 (1) I prefer to drive rather than travel by train.
6 (3) I prefer to
7 (4)

2 *Write sentences using* I'd prefer... *or* I'd rather... + *one of the following:*

eat at home ~~get a taxi~~ go alone go for a swim listen to some music
stand think about it for a while wait a few minutes ~~wait till later~~

1	Shall we walk home?	(prefer) I'd prefer to get a taxi.
2	Do you want to eat now?	(rather) I'd rather wait till later.
3	Shall we watch TV?	(prefer)
4	What about a game of tennis?	(rather)
5	Shall we leave now?	(rather)
6	Do you want to go to a restaurant?	(prefer)
7	I think we should decide now?	(rather)
8	Would you like to sit down?	(rather)
9	Do you want me to come with you?	(prefer)

Now write sentences using than *and* rather than.

10 (get a taxi / walk home) I'd prefer to get a taxi rather than walk home.
11 (go for a swim / play tennis) I'd rather
12 (wait a few minutes / leave now)
I'd rather
13 (eat at home / go to a restaurant)
I'd prefer
14 (think about it for a while / decide now)
I'd rather

3 *Complete the sentences using* would you rather I... .

1 Are *you* going to cook the dinner or would you rather I cooked it?
2 Are *you* going to tell Ann what happened or would you rather ?
3 Are *you* going to do the shopping or ?
4 Are *you* going to answer the phone or ?

4 *Use your own ideas to complete these sentences.*

1 'Shall I tell Ann the news?' 'No, I'd rather she didn't know.'
2 Do you want me to go now or would you rather I here?
3 Do you want to go out this evening or would you rather at home?
4 This is a private letter addressed to me. I'd rather you read it.
5 It's quite a nice house but I'd rather it a bit bigger.
6 'Do you mind if I turn on the radio?' 'I'd rather you . I'm trying to study.'

UNIT 59

Preposition (**in/for/about** etc.) + **-ing**

If a preposition (in/for/about etc.) is followed by a verb, the verb ends in **-ing**. For example:

	preposition	*verb* (-ing)	
Are you interested	**in**	working	for us?
I'm not very good	**at**	learning	languages.
She must be fed up	**with**	studying.	
What are the advantages	**of**	having	a car?
This knife is only	**for**	cutting	bread.
How	**about**	playing	tennis tomorrow?
I bought a new bicycle	**instead of**	going	away on holiday.
Carol went to work	**in spite of**	feeling	ill.

You can also say 'interested in **somebody** (do)ing...', 'fed up with **you** (do)ing...' etc.:

- I'm fed up **with you** telling me what to do.

Note the use of the following prepositions + **-ing**:

before -ing and **after -ing**:

- **Before going** out, I phoned Sarah. (*not* 'Before to go out')
- What did you do **after leaving** school?

You can also say '**Before I went** out...' and '...**after you left** school'.

by -ing (to say *how* something happens):

- The burglars got into the house **by breaking** a window and **climbing** in.
- You can improve your English **by reading** more.
- She made herself ill **by not eating** properly.

without -ing:

- I ran ten kilometres **without stopping**.
- They climbed through the window **without** anybody **seeing** them. (*or* ...**without being** seen.)
- She needs to work **without** people **disturbing** her. (*or* ...**without being** disturbed.)
- It's nice to go on holiday **without having** to worry about money.

To -ing

To is often part of the *infinitive* (to do / **to** see etc.):

- We decided **to go** out.
- Would you like **to play** tennis?

But **to** is also a *preposition* (like **in/for/about/from** etc.). For example:

- We drove from London **to Edinburgh**.
- I prefer tea **to coffee**.
- Are you looking forward **to the weekend**?

If a preposition is followed by a verb, the verb ends in **-ing** (**in doing / about going** etc.– see Section A). So, when **to** is a preposition and it is followed by a verb, you must say **to -ing**:

- I prefer driving **to travelling** by train. (*not* 'to travel')
- Are you looking forward **to seeing** Ann again? (*not* 'looking forward to see')

For **be/get used to -ing**, see Unit 60.

EXERCISES

59.1 *Complete the sentences so that they mean the same as the sentence(s) in brackets.*

1 (Why is it useful to have a car?) What are the advantages of having a car?
2 (I don't intend to lend you any money.) I have no intention of ...
3 (Helen has a good memory for names.) Helen is good at ...
4 (Mark won't pass the exam. He has no chance.)
Mark has no chance of ...
5 (Did you get into trouble because you were late?)
Did you get into trouble for ...
6 (We didn't eat at home. We went to a restaurant instead.)
Instead of ...
7 (Tom thinks that working is better than doing nothing.)
Tom prefers working to ...
8 (They got married. They didn't tell any of their friends.)
They got married without ...
9 (Our team played well but we lost the game.)
Our team lost the game in spite of ...

59.2 *Complete the sentences using* by -ing. *Use one of the following (with the verb in the correct form):*

borrow too much money | ~~break a window~~ | drive too fast
put some posters up on the walls | stand on a chair | turn a key

1 The burglars got into the house by breaking a window.
2 I was able to reach the top shelf ...
3 You start the engine of a car ...
4 Kevin got himself into financial difficulty ...
5 You can put people's lives in danger ...
6 We made the room look nicer ...

59.3 *Complete the sentences with a suitable word. Use only one word each time.*

1 I ran ten kilometres without stopping.
2 He left the hotel without ... his bill.
3 It's a nice morning. How about ... for a walk?
4 I was surprised that she left without ... goodbye to anyone.
5 Before ... to bed, I like to have a hot drink.
6 We were able to translate the letter into English without ... a dictionary.
7 It was a very long journey. I was very tired after ... on a train for 36 hours.
8 I was annoyed because the decision was made without anybody ... me.
9 After ... the same job for ten years, I felt I needed a change.

59.4 *For each situation write a sentence with* **I'm (not) looking forward to.**

1 You are going on holiday next week. How do you feel about this?
I'm looking forward to going on holiday.
2 Diane is a good friend of yours and she is coming to visit you soon. So you will see her again soon. How do you feel about this? I'm ...
3 You are going to the dentist tomorrow. You don't like visits to the dentist. How do you feel about this? I'm not ...
4 Carol is a student at school. She hates it but she is leaving school next summer. How does she feel about this? ...
5 You've arranged to play tennis tomorrow. You like tennis. How do you feel about this?
...

UNIT 60

Be/get used to something (I'm used to...)

Study this example situation:

Jane is American but she has lived in Britain for three years. When she first drove a car in Britain, she found it very difficult because she had to drive on the left instead of on the right. Driving on the left was strange and difficult for her because:

She **wasn't used to it.**
She **wasn't used to driving** on the left.

But after a lot of practice, driving on the left became less strange. So:
She **got used to driving** on the left.

Now after three years, it's no problem for Jane:
She **is used to driving** on the left.

I'm used to something = it is not new or strange for me:

- Frank lives alone. He doesn't mind this because he has lived alone for 15 years. It is not strange for him. He **is used to it.** He is **used to living** alone.
- I bought some new shoes. They felt a bit strange at first because I **wasn't used to them.**
- Our new flat is on a very busy street. I expect we'll **get used to the noise,** but at the moment it's very disturbing.
- Diane has a new job. She has to get up much earlier now than before – at 6.30. She finds this difficult because she **isn't used to getting** up so early.
- Brenda's husband is often away from home. She doesn't mind this. She **is used to him being** away.

After **be/get used** you cannot use the infinitive (**to do / to drive** etc.). We say:

- She is used **to driving** on the left. (*not* 'she is used to drive')

When we say 'I **am used to**...', 'to' is a *preposition*, not a part of the infinitive (see Unit 59C). So we say:

- Frank is used **to living** alone. (*not* 'Frank is used to live')
- Jane had to get used **to driving** on the left. (*not* 'get used to drive')

Do not confuse **I am used to doing (be/get used to)** and **I used to do.** They are different in structure and meaning.

I am used to (doing) something = something isn't strange or new for me:

- I **am** used **to the weather** in this country.
- I **am** used **to driving** on the left because I've lived in Britain for a long time.

I used to do something = I did something regularly in the past but no longer do it (see Unit 18). You can use this structure only for the past, *not* for the present. The structure is 'I used to do' (*not* 'I **am** used to do'):

- I **used to drive** to work every day, but these days I usually go by bike.
- We **used to live** in a small village, but now we live in London.

Used to (do) → UNIT 18 To -ing → UNIT 59C

EXERCISES

60.1 *Read the situations and complete the sentences. Use* (be/get) **used to** *as in the example.*

1 Jane is American. She came to Britain and at first she found driving on the left difficult.
When she arrived in Britain, she *wasn't used to driving* on the left, but she soon *got used to* it. Now she has no problems. She *is used to driving* on the left.

2 Juan is Spanish and came to live in England. In Spain he always had dinner late in the evening, but in England dinner was at 6 o'clock. This was very early for him.
When Juan first came to England, he _____ dinner so early, but after some time he _____ it. Now he finds it quite normal. He _____ at six o'clock.

3 Julia is a nurse. A year ago she started working nights. At first she found it hard.
At first Julia didn't like it. She _____ nights and it took her a few months to _____ it. Now, after a year, she's quite happy. She _____ nights.

60.2 *What do you say in these situations? Use* **I'm** (not) **used to...** .

1 You live alone. You don't mind this. You have always lived alone.
FRIEND: Do you get a bit lonely sometimes? YOU: No, *I'm used to living alone.*

2 You sleep on the floor. You don't mind this. You have always slept on the floor.
FRIEND: Wouldn't you prefer to sleep in a bed?
YOU: No, I _____

3 You have to work hard. This is not a problem for you. You have always worked hard.
FRIEND: You have to work very hard in your job, don't you?
YOU: Yes, but I don't mind that. I _____

4 You normally go to bed early. Last night you went to bed very late (for you) and as a result you are very tired this morning.
FRIEND: You look tired this morning.
YOU: Yes, _____

60.3 *Read the situation and complete the sentences using* **used to**.

1 Some friends of yours have just moved into a flat on a busy street. It is very noisy.
They'll have to *get used to the noise.*

2 Jack once went to the Middle East. It was very difficult for him at first because of the heat.
He wasn't _____

3 Sue moved from a big house to a much smaller one. She found it strange at first.
She had to _____ in a much smaller house.

4 The children at school had a new teacher. She was different from the teacher before her but this wasn't a problem for the children. The children soon _____

5 Somebody from Britain is thinking of going to live in your country. Warn him/her!
You would have to _____

60.4 *(Section C) Complete the sentences using only one word each time.*

1 Jane had to get used to *driving* on the left.
2 We used to *live* in a small village but now we live in London.
3 Tom used to _____ a lot of coffee. Now he prefers tea.
4 I feel very full after that meal. I'm not used to _____ so much.
5 I wouldn't like to share an office. I'm used to _____ my own office.
6 I used to _____ a car but I sold it a few months ago.
7 When we were children, we used to _____ swimming every day.
8 There used to _____ a cinema here but it was knocked down a few years ago.
9 I'm the boss here! I'm not used to _____ told what to do.

UNIT 61

Verb + preposition + **-ing** (**succeed in -ing/ accuse** somebody **of -ing** etc.)

A

Many verbs have the structure *verb* + *preposition* (**in/for/about** etc.) + *object*. For example:

verb +	*preposition*	+ *object*
We talked	about	the problem.
You must apologise	for	what you said.

If the *object* is another verb, it ends in **-ing**:

verb +	*preposition*	+ **-ing** *(object)*
We talked	about	going to America.
She apologised*	for	not telling the truth.

Here are some more verbs with this structure:

succeed (in)	Have you succeeded	in	finding a job yet?
insist (on)	They insisted	on	paying for the meal.
think (of)	I'm thinking	of	buying a house.
dream (of)	I wouldn't dream	of	asking them for money.
approve (of)	She doesn't approve	of	gambling.
decide (against)	We have decided	against	moving to London.
feel (like)	Do you feel	like	going out tonight?
look forward (to)	I'm looking forward	to	meeting her.

* We say 'apologise to somebody for...':

- She apologised to me for not telling the truth. (*not* 'she apologised me')

B

With some of the verbs in **A**, you can use the structure *verb* + *preposition* + somebody + **-ing**:

verb +	*preposition*	somebody	+ **-ing**
She doesn't approve	of	me	gambling.
We are all looking forward	to	Liz	coming home.

C

The following verbs can have the structure *verb* + *object* + *preposition* + **-ing**:

	verb +	*object* +	*preposition*	+ **-ing**
congratulate (on)	I congratulated	Ann	on	passing the exam.
accuse (of)	They accused	me	of	telling lies.
suspect (of)	Nobody suspected	the man	of	being a spy.
prevent (from)	What prevented	him	from	coming to see us?
stop (from*)	The police stopped	everyone	from	leaving the building.
thank (for)	I forgot to thank	them	for	helping me.
forgive (for)	Please forgive	me	for	not writing to you.
warn (against)	They warned	us	against	buying the car.

* You can also say '**stop** somebody **doing**' (*without* **from**). So you can say:

- You can't stop me doing what I want. *or* ...stop me from doing what I want.

Some of these verbs are often used in the *passive*. For example:

- I was accused of telling lies.
- The man was suspected of being a spy.
- We were warned against buying the car.

Decide/warn + to... → UNITS 53–54 Preposition + **-ing** → UNIT 59 Verb + preposition → UNITS 131–135

EXERCISES

61.1 *Complete each sentence using only one word.*

1 Our neighbours apologised for *making* so much noise.
2 I feel lazy. I don't feel like ..... any work.
3 I wanted to go out alone but Joe insisted on ..... with me.
4 I'm fed up with my job. I'm thinking of ..... something else.
5 We have decided against ..... a new car because we can't really afford it.
6 I hope you write to me soon. I'm looking forward to ..... from you.
7 The weather was extremely bad and this prevented us from ..... out.
8 The man who has been arrested is suspected of ..... a false passport.
9 I think you should apologise to Sue for ..... so rude to her.
10 Some parents don't approve of their children ..... a lot of television.
11 I'm sorry I can't come to your party but thank you very much for ..... me.

61.2 *Complete the sentences using a preposition + one of the following verbs (in the correct form):*

cause escape go help interrupt live play solve spend walk

1 Do you feel *like going* out this evening?
2 It took us a long time but we finally succeeded ..... the problem.
3 I've always dreamed ..... in a small house by the sea.
4 The driver of the other car accused me ..... the accident.
5 There was a fence around the lawn to stop people ..... on the grass.
6 Forgive me ..... you but may I ask you something?
7 Where are you thinking ..... your holiday this year?
8 The guards weren't able to prevent the prisoner .....
9 I wanted to cook the meal by myself but Dave insisted ..... me.
10 I'm sorry we've had to cancel our game of tennis tomorrow. I was really looking forward .....

61.3 *Complete the sentences on the right.*

1
YOU GEORGE
It was nice of you to help me. Thanks very much.
George thanked *me for helping him.*

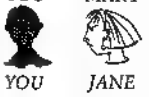
2
ANN TOM
I'll drive you to the station. I insist.
Tom insisted .....

3
YOU JIM
Congratulations!
Jim congratulated me .....

4
SUE MRS BOND
It was nice of you to come to see me. Thank you.
Mrs Bond thanked .....

5
JACK YOU
Don't stay at the hotel near the airport.
I warned .....

6
YOU MARY
I'm sorry I didn't phone you earlier.
Mary apologised .....

7 
YOU JANE
You're selfish.
Jane accused .....

Expressions + **-ing**

When these expressions are followed by a verb, the verb ends in **-ing**:

It's no use... / It's no good...:
- There's nothing you can do about the situation, so **it's no use worrying** about it.
- **It's no good trying** to persuade me. You won't succeed.

There's no point in...:
- **There's no point in having** a car if you never use it.
- There was **no point in waiting** any longer, so we went.

It's (not) worth...:
- I live only a short walk from here, so **it's not worth taking** a taxi.
- It was so late when we got home, **it wasn't worth going** to bed.

You can say 'a film is **worth seeing**', 'a book is **worth reading**', etc.
- What was the film like? Was it **worth seeing**?
- I don't think newspapers are **worth reading**.

(Have) difficulty -ing

We say 'have difficulty doing something' (*not* 'to do'):
- I had **difficulty finding** a place to live. (*not* 'I had difficulty to find')
- Did you have any **difficulty getting** a visa?
- People often have great **difficulty reading** my writing.

We usually say 'have **difficulty**' (*not* 'have difficulties'):
- I'm sure you'll have no **difficulty** passing the exam. (*not* 'have no difficulties')

We use **-ing** after:

a waste of money... / a waste of time... (**to...** is also possible):
- It was a **waste of time reading** that book. It was rubbish.
- It's a waste of money **buying** things you don't need.

spend/waste (time)...
- He **spent hours trying** to repair the clock.
- I **waste a lot of time** daydreaming.

(be) busy...:
- She said she couldn't see me. She was too **busy doing** other things.

Go swimming / go fishing etc.

We use **go -ing** for a number of activities (especially sports). For example, you can say: **go swimming / go sailing / go fishing / go climbing / go skiing / go jogging** etc.
also: **go shopping / go sightseeing.**
- I'd like to **go skiing.**
- When did you last **go shopping**?
- I've never **been sailing.** (For **been** and **gone**, see Unit 7D.)

You can also say '**come swimming / come skiing**' etc.:
- Why don't you **come swimming** with us?

EXERCISES

62.1 *Complete the sentences on the right.*

1	Shall we get a taxi home?	No, it isn't far. It's not worth *getting a taxi.*
2	If you need help, why don't you ask Tom?	It's no use . . .

UNIT 63

To..., for... and so that... (purpose)

A

We use **to**... to say why somebody does something (= the *purpose* of an action):

- 'Why did you go out?' 'To post a letter.'
- A friend of mine phoned **to invite** me to a party.
- We shouted **to warn** everybody of the danger.

We use **to**... to say why something exists or why somebody has/wants/needs something:

- This wall is **to keep** people out of the garden.
- The President has a team of bodyguards **to protect** him.
- I need a bottle opener **to open** this bottle.

B

We use **to**... to say what can be done or must be done with something:

- It's difficult to find **a place to park** in the city centre. (= a place where you can park)
- Would you like **something to eat**?
- Have you got **much work to do**? (= work that you must do)
- I get lonely if there's **nobody to talk to**.

Also: **money/time/chance/opportunity/energy/courage** etc. **to** (do something):

- They gave us **some money to buy** some food.
- Do you have **much opportunity to practise** your English?
- I need **a few days to think** about your proposal.

C

For... and **to**...

Compare:

- I'm going to Spain **for a holiday**.

but I'm going to Spain **to learn** Spanish. (*not* 'for learn Spanish', *not* 'for learning Spanish')

We use **for** + *noun* (**for a holiday**) but **to** + *verb* (**to learn**). Some more examples:

- What would you like **for dinner**?

but What would you like **to eat**? (*not* 'for eat')

- Let's go to the pool **for a swim**.

but Let's go to the pool **to have** a swim.

Note that you can say ...**for** (somebody) **to** (do something):

- There weren't any chairs **for us to sit on**, so we had to sit on the floor.

You can use **for -ing** to say what the *general* purpose of a thing is. **To**... is also possible:

- This knife is only for **cutting** bread. (*or* ...to cut bread.)

You can use **What**...**for**? to ask about purpose:

- **What** is this switch **for**?
- **What** did you do that **for**?

D

So that

Sometimes you have to use **so that** for purpose. We use **so that** (*not* **to**...):

i) when the purpose is *negative* (**so that**...**won't/wouldn't**):
- I hurried **so that I wouldn't** be late. (= because I didn't want to be late)
- Leave early **so that** you **won't** (*or* **don't**) miss the bus.

ii) with **can** and **could** (**so that**...**can/could**)
- She's learning English **so that** she **can** study in Canada.
- We moved to London **so that** we **could** visit our friends more often.

iii) when one person does something **so that** *another* person does something else:
- I gave her my address **so that** she could contact me.
- He wore glasses and a false beard **so that nobody** would recognise him.

EXERCISES

63.1 *Use a sentence from Box A and a sentence from Box B to make a new sentence.*

A

1 ~~I shouted~~
2 I had to go to the bank
3 I'm saving money
4 I went into hospital
5 I'm wearing two pullovers
6 I phoned the police station

B

I want to keep warm
I wanted to report that my car had been stolen
I want to go to Canada
I had to have an operation
I needed to get some money
~~I wanted to warn people of the danger~~

1 I shouted to warn people of the danger.
2 I had to go to the bank
3 I
4
5
6

63.2 *Complete these sentences using a suitable verb.*

1 The President has a team of bodyguards to protect him.
2 I didn't have enough time the newspaper today.
3 I came home by taxi. I didn't have the energy
4 'Would you like something ?' 'Yes, please. A cup of coffee.'
5 We need a bag these things in.
6 There will be a meeting next week the problem.
7 I wish we had enough money a new car.
8 I saw Helen at the party but we didn't have a chance to each other.
9 I need some new clothes. I haven't got anything nice
10 They've just passed their exams. They're having a party
11 I can't do all this work alone. I need somebody me.

63.3 *Put in* to *or* for.

1 I'm going to Spain for a holiday.
2 You need a lot of experience this job.
3 You need a lot of experience do this job.
4 We'll need more time make a decision.
5 I went to the dentist a check-up.
6 I had to put on my glasses read the letter.
7 Do you wear glasses reading?
8 I wish we had a garden the children play in.

63.4 *Write sentences with* so that.

1 I hurried. I didn't want to be late. I hurried so that I wouldn't be late.
2 We wore warm clothes. We didn't want to get cold.
We wore
3 The man spoke very slowly. He wanted me to understand what he said.
The man
4 I whispered. I didn't want anybody else to hear our conversation.
nobody
5 Please arrive early. We want to be able to start the meeting on time.
Please
6 She locked the door. She didn't want to be disturbed.
7 I slowed down. I wanted the car behind to be able to overtake.

UNIT 64

Adjective + **to...**

Difficult to understand etc.

Compare sentences a and **b**:

- Jim doesn't speak very clearly. { It is **difficult to understand** him. (**a**) / He is **difficult to understand.** (**b**)

Sentences **a** and **b** have the same meaning. But note that we say:

- He is **difficult to understand.** (*not* 'He is difficult to understand *him.*')

You can use the structures in the box with:
difficult easy hard impossible dangerous safe expensive cheap and a number of other adjectives (for example, **nice/interesting/exciting**):

- Do you think it is **safe to drink this water?**
  Do you think this water is **safe to drink?** (*not* 'to drink it')
- Your writing is awful. It is **impossible to read it.** (= to read your writing)
  Your writing is **impossible to read.** (*not* 'to read it')
- I like being with Jill. It's very **interesting to talk to** her.
  Jill is very **interesting to talk to.** (*not* 'to talk to her')

You can also use this structure with an adjective + *noun*:

- This is a **difficult question** (for me) **to answer.** (*not* 'to answer it')

(It's) nice (of you) to...

You can use this structure to say what you think of what somebody does:

- It was **nice of you to take** me to the station. Thank you very much.

You can use many other adjectives in this way. For example:
kind clever sensible mean silly stupid careless unfair considerate:

- It's **silly of Mary to give** up her job when she needs the money.
- I think it was very **unfair of him to criticise** me.

(I'm) sorry to...

You can use this structure to say how somebody reacts to something:

- I was **sorry to hear** that your father is ill.

You can use many other adjectives in this way. For example:
happy glad pleased delighted sad disappointed surprised amazed astonished relieved:

- Was Tom **surprised to see** you when you went to see him?
- We were **delighted to get** your letter last week.

The first (person) **to know**, **the next train to arrive**

We use **to...** after **the first/second/third** etc. and also after **the next, the last, the only:**

- If I have any more news, you will be **the first** (person) **to know.**
- **The next train to arrive** at platform 4 will be the 6.50 to Cardiff.
- Everybody was late except me. I was **the only** one **to arrive** on time.

You can say that something is **sure / certain / bound / likely to** happen:

- She's very intelligent. She's **sure / certain / bound to pass** the exam.
- I'm **likely to be** late home this evening. (= I will probably be late home)

Afraid/interested/sorry → UNIT 65 **It ..** → UNIT 83C **Enough and too** + adjective → UNIT 102

EXERCISES

64.1 *(Section A) Write these sentences in another way, beginning as shown.*

1 It's difficult to understand him. He *is difficult to understand.*
2 It's quite easy to use this machine. This machine is .....
3 It was very difficult to open the window. The window .....
4 It's impossible to translate some words. Some words .....
5 It's not safe to stand on that chair. That chair .....
6 It's expensive to maintain a car. A .....

64.2 *(Section A) Complete the second sentence using the adjective in brackets. Use* a/an + *adjective + noun +* to... *(as in the example).*

1 I couldn't answer the question. (difficult) It was *a difficult question to answer.*
2 Everybody makes that mistake. (easy) It's an .....
3 I like living in this place. (nice) It's a .....
4 We enjoyed watching the game. (good) It was .....

64.3 *(Section B) Make a new sentence beginning* It... . *Use one of these adjectives each time:*
careless considerate ~~kind~~ nice

1 You did my shopping for me. *It was kind of you to do my shopping for me.*
2 You make the same mistake again and again.
It .....
3 Don and Jenny invited me to stay with them.
.....
4 John made so much noise when I was trying to sleep.
It wasn't very .....

64.4 *(Section C) Use the following words to complete these sentences:*
sorry/hear glad/hear ~~delighted/get~~ surprised/see

1 We *were delighted to get* your letter last week.
2 Thank you for your letter. I ..... that you're keeping well.
3 We ..... Pauline at the party. We didn't expect her to come.
4 I ..... that your mother isn't well. I hope she gets well soon.

64.5 *(Section D) Complete the second sentence using the words in brackets +* to... .

1 Nobody left before me. (the first) I was *the first person to leave.*
2 Everybody else arrived before Paul. (the last) Paul was the .....
3 Fiona passed the exam. All the other students failed. (the only)
Fiona was .....
4 I complained to the restaurant manager about the service. Another customer had already complained before me. (the second) I was .....
5 Neil Armstrong walked on the moon in 1969. Nobody had done this before him. (the first) Neil Armstrong was .....

64.6 *(Section E) Complete these sentences using the word in brackets and a suitable verb.*

1 Diane is very intelligent. She *is bound to pass* the exam. (bound)
2 I'm not surprised you're tired. After such a long journey you ..... tired. (bound)
3 Tom's got a very bad memory. He ..... what you told him. (sure)
4 I don't think you need to take an umbrella. It ..... (not likely)
5 The holidays begin this weekend. There ..... a lot of traffic on the roads. (likely)

UNIT 65

To... (afraid **to do**) and preposition + **-ing** (afraid **of -ing**)

A

Afraid to (do) and afraid of (do)ing

I am **afraid to do** something = I *don't want* to do it because it is dangerous or the result could be bad. We use **afraid to do** for things we do intentionally:

- A lot of people are **afraid to go** out at night. (= they don't want to go out because it is dangerous – so they don't go out)
- He was **afraid to tell** his parents about the broken window. (= he didn't want to tell them because he knew they would be angry)

I am **afraid of** something **happening** = it is possible that something bad will happen (for example, an accident). We do not use **afraid of -ing** for things we do intentionally:

- The path was icy, so we walked very carefully. We were **afraid of falling.** (= it was possible that we would fall – *not* 'we were afraid to fall')
- I don't like dogs. I'm always **afraid of being** bitten. (*not* 'afraid to be bitten')

So, you are **afraid to do** something because you are **afraid of something happening** as a result:

- I was **afraid to** go near the dog because I **was afraid of being** bitten.

B

Interested in (do)ing and interested to (do)

I'm **interested in doing** something = I'm thinking of doing it, I'd like to do it:

- I'm trying to sell my car but nobody is **interested in buying** it. (*not* 'to buy')

We use **interested to** especially with **hear/see/know/read/learn.** I was **interested to hear** it = 'I heard it and it was interesting for me':

- I was **interested to hear** that Diane has got a new job.
- Ask George for his opinion. I would be **interested to know** what he thinks. (= it would be interesting for me to know)

This structure is the same as **surprised to / delighted to...** etc. (see Unit 64C):

- I was **surprised to hear** that Diane has got a new job.

C

Sorry to (do) and sorry for (do)ing

We usually say **sorry to...** to apologise when (or just before) we do something:

- I'm **sorry to bother** you, but I need to talk to you.

We use **sorry to** (**hear/read** etc.) to show sympathy with somebody (see Unit 64C):

- I was **sorry to hear** that Fiona lost her job. (= I was sorry when I heard...)

You can use **sorry for** (doing something) to apologise for something you did before:

- (I'm) **sorry for shouting** at you yesterday. (*not* 'Sorry to shout...')

You can also say:

- (I'm) **sorry I shouted** at you yesterday.

D

Note that we say:

I **want to** (do) / I'd **like to** (do)	*but*	I'm **thinking of** (do)**ing** / I **dream of** (do)**ing**
I **failed to** (do)	*but*	I **succeeded in** (do)**ing**
I **allowed** them **to** (do)	*but*	I **prevented** them **from** (do)**ing**

For examples, see Units 53–54 and 61.

Verb + preposition + **-ing** → UNIT 61 Adjectives + prepositions → UNITS 129–130 **Sorry about** → UNIT 129D

EXERCISES

65.1 *Read the situation and use the words in brackets to write a sentence with* **afraid.**

1 The streets are unsafe at night.
(a lot of people / afraid / go / out) A lot of people are afraid to go out.
2 We walked very carefully along the icy path.
(we / afraid / fall) We were afraid of falling.
3 I don't usually carry my passport with me.
(I / afraid / lose / it) _____
4 The sea was very rough.
(we / afraid / go / swimming) _____
5 We rushed to the station.
(we / afraid / miss / our train) _____
6 In the middle of the film there was a particularly horrifying scene.
(we / afraid / look) _____
7 The glasses were very full, so Jane carried them very carefully.
(she / afraid / spill / the drinks) _____
8 I didn't like the look of the food on my plate.
a (I / afraid / eat / it) _____
b (I / afraid / make / myself ill) _____

65.2 *Complete the sentences using one of these verbs:*

~~buy~~ **get go hear read start**

1 I'm trying to sell my car but nobody is interested in buying it.
2 Julia is interested _____ her own business.
3 I was interested _____ your letter in the newspaper last week.
4 Bill wants to stay single. He's not interested _____ married.
5 You must tell me what you think. I'm always interested _____ your opinion.
6 There's a party tonight but I'm not interested _____.

65.3 *Complete the sentences using the verb in brackets.*

1 I'm sorry for shouting at you yesterday. (shout)
2 Sorry _____ you but have you got a pen I could borrow? (disturb)
3 Sorry _____ late last night. I didn't realise the time. (be)
4 I'm sorry _____ what I said yesterday. I didn't really mean it. (say)
5 'I've just had my exam results. I failed.' 'Oh? I'm sorry _____ that.' (hear)

65.4 *Complete the sentences using the verb in brackets.*

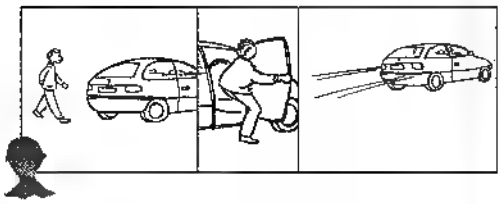
1 a We wanted to leave the building. (leave)
b We weren't allowed _____ the building. (leave)
c We were prevented _____ the building. (leave)
2 a Fred failed _____ the problem. (solve)
b Amy succeeded _____ the problem. (solve)
3 a I'm thinking _____ away next week. (go)
b I'm hoping _____ away next week. (go)
c I'm looking forward _____ away next week. (go)
d I'd like _____ away next week. (go)
4 a Mary wanted _____ me a drink. (buy)
b Mary promised _____ me a drink. (buy)
c Mary insisted _____ me a drink. (buy)
d Mary wouldn't dream _____ me a drink. (buy)

UNIT 66

See somebody do and see somebody doing

Study this example situation:
Tom got into his car and drove away. You saw this.
You can say:

- I saw Tom **get** into his car and **drive** away.



In this structure we use **get/drive/do** etc. (infinitive without 'to'):

Somebody **did** something + I saw this

I saw somebody **do** something.

Note that we use the infinitive *without* **to**:

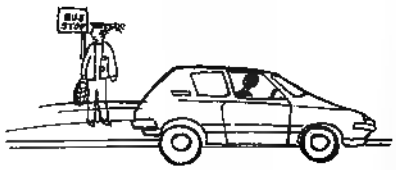
- We saw them **go** out. (*not* 'to go')

But after a *passive* ('they **were seen**') etc., we use **to**:

- They were seen **to** go out.

Study this example situation:
Yesterday you saw Ann. She was waiting for a bus.
You can say:

- I saw Ann **waiting** for a bus.



In this structure we use **-ing** (**waiting**):

Somebody **was doing** something + I saw this

I saw somebody **doing** something.

Study the difference in meaning between the two structures:

'I saw him **do** something' = he **did** something *(past simple)* and I saw this. I saw the complete action from beginning to end:

- He **fell** off the wall. I saw this. → I saw him **fall** off the wall.
- The accident **happened**. Did you see this? → Did you see the accident **happen**?

'I saw him **doing** something' = he **was doing** something *(past continuous)* and I saw this. I saw him when he was in the middle of doing it. This does not mean that I saw the complete action:

- He **was walking** along the street. I saw this when I drove past in my car. } → I saw him **walking** along the street.

Sometimes the difference is not important and you can use either form:

- I've never seen her **dance**. *or* I've never seen her **dancing**.

We use these structures with **see** and **hear**, and a number of other verbs:

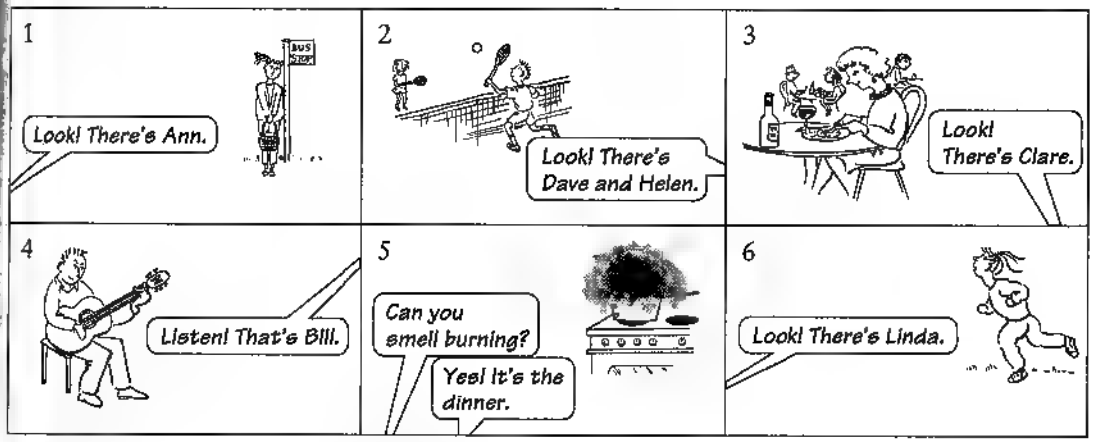
- I didn't **hear** you **come** in.
- Liz suddenly felt something **touch** her on the shoulder.
- Did you **notice** anyone **go** out?
- I could **hear** it **raining**.
- The missing boys were last **seen playing** near the river.
- **Listen** to the birds **singing**!
- Can you **smell** something **burning**?
- I **found** Sue in my room **reading** my letters.

EXERCISES

66.1 *Complete the answers to the questions.*

1	Did anybody go out?	I don't think so. I didn't see *anybody go out.*
2	Has Jill arrived yet?	Yes, I think I heard her . . . . .
3	How do you know I took the money?	I know because I saw you . . . . .
4	Did the doorbell ring?	I'm not sure. I didn't hear . . . . .
5	Can Tom play the piano?	I've never heard . . . . .
6	Did I lock the door when I went out?	Yes, you did. I saw . . . . .
7	How did the woman fall in the river?	I don't know. I didn't see . . . . .

66.2 *In each of these situations you and a friend saw, heard or smelt something. Look at the pictures and complete the sentences.*



1 We saw Ann waiting for a bus.
2 We saw Dave and Helen . . . . . .
3 We saw . . . . . in a restaurant.
4 We heard . . . . . .
5 We could . . . . . .
6 . . . . . .

66.3 *Complete these sentences. Use one of these verbs (in the correct form):*

climb	~~come~~	crawl	cry	cycle	explode	happen
open	run	say	~~sing~~	slam	sleep	tell

1 Listen to the birds *singing.*
2 I didn't hear you *come* in.
3 Did anybody see the accident . . . . . ?
4 We listened to the old man . . . . . his story from beginning to end.
5 Listen! Can you hear a baby . . . . . ?
6 I looked out of the window and saw Tim on his bike . . . . . along the road.
7 'Why did you turn round suddenly?' 'I thought I heard somebody . . . . . my name.'
8 We watched the two men . . . . . across the garden, ... a window and . . . . . through it into the house.
9 Everybody heard the bomb . . . . . It was a tremendous noise.
10 Oh! I can feel something . . . . . up my leg! It must be an insect.
11 I heard somebody . . . . . the door in the middle of the night. It woke me up.
12 When we got home, we found a cat . . . . . on the kitchen table.

UNIT 67

-ing clauses (**Feeling tired**, I went to bed early.)

A

A *clause* is a part of a sentence. Some sentences have two or more clauses:

- Jim hurt his arm **playing tennis**.
  main clause — **-ing** *clause* —
- **Feeling tired**, I went to bed early.
  -ing *clause* — *main clause* —

'**Playing** tennis' and '**feeling** tired' are **-ing** clauses.
If the **-ing** clause is first (as in the second example), we write a comma (,) between the clauses.

B

When two things happen at the same time, you can use **-ing** for one of the verbs. The main clause usually comes first:

- I've just seen Carol. She's in the bar **having a drink**. (= she is in the bar *and* she is having a drink)
- A man ran out of the house **shouting**. (= he ran out of the house *and* he was shouting)
- Do something! Don't just stand there **doing** nothing!

We also use **-ing** when one action happens during another action. We use **-ing** for the longer action. The longer action is the second part of the sentence:

- Jim hurt his arm **playing tennis**. (= while he was playing)
- Did you cut yourself **shaving**? (= while you were shaving)

You can also use **-ing** after **while** or **when**:

- Jim hurt his arm **while playing** tennis.
- Be careful **when crossing** the road. (= when you are crossing)

C

When one action happens before another action, we use **having** (**done**) for the first action:

- **Having found** a hotel, we looked for somewhere to have dinner.
- **Having finished** her work, she went home.

You can also say **after -ing**:

- **After finishing** her work, she went home.

If one short action follows another short action, you can use the simple **-ing** form (**doing** instead of **having done**) for the first action:

- **Taking** a key out of his pocket, he opened the door.

These structures are used more in written English than in spoken English.

D

You can use an **-ing** clause to explain something or to say why somebody does something. The **-ing** clause usually comes first:

- **Feeling** tired, I went to bed early. (= because I felt tired)
- **Being** unemployed, he hasn't got much money. (= because he is unemployed)
- **Not having** a car, she finds it difficult to get around. (= because she doesn't have a car)
- **Having** already **seen** the film twice, I didn't want to go to the cinema. (= because I had already seen it twice)

These structures are used more in written English than in spoken English.

EXERCISES

67.1 *Join a sentence from Box A with one from Box B to make one sentence. Use an* **-ing** *clause.*

A	B
1 ~~Carol was in the bar.~~	She was feeling very tired.
2 Emma was sitting in an armchair.	She looked at the sights and took photographs.
3 Sue got home late.	She said she would be back in an hour.
4 Sarah went out.	She was reading a book.
5 Linda was in London for two years.	~~She was having a drink.~~
6 Mary walked round the town.	She worked as a tourist guide.

1 Carol was in the bar having a drink.
2 Emma was sitting _____
3 Sue _____.
4 _____
5 _____
6 _____

67.2 *Make one sentence from two using an* **-ing** *clause.*

1 Jim was playing tennis. He hurt his arm. Jim hurt his arm playing tennis.
2 I was watching television. I fell asleep. I _____
3 The man slipped. He was getting off a bus. The man _____
4 I was walking home in the rain. I got wet. I _____
5 Margaret was driving to work yesterday. She had an accident.
_____
6 Two firemen were overcome by smoke. They were trying to put out the fire.
_____

67.3 *Make sentences beginning* **Having...** .

1 She finished her work. Then she went home. Having finished her work, she went home.
2 We bought our tickets. Then we went into the theatre.
_____
3 They continued their journey after they'd had dinner.
_____
4 After Lucy had done all her shopping, she went for a cup of coffee.
_____

67.4 *Make sentences beginning* **-ing** *or* **Not -ing** *(like those in Section D). Sometimes you need to begin with* **Having** (done something).

1 I felt tired. So I went to bed early. Feeling tired, I went to bed early.
2 I thought they might be hungry. So I offered them something to eat.
_____
3 She is a foreigner. So she needs a visa to stay in this country.
_____
4 I didn't know his address. So I wasn't able to contact him.
_____
5 Sarah has travelled a lot. So she knows a lot about other countries.
_____
6 The man wasn't able to understand English. So he didn't know what I wanted.
_____
7 We had spent nearly all our money. So we couldn't afford to stay in a hotel.
_____

UNIT 68

Countable and uncountable nouns (1)

A noun can be *countable* or *uncountable*. Compare:

Countable	*Uncountable*
• I eat **a banana** every day. • I like **bananas**. **Banana** is a *countable* noun. A countable noun can be singular (**banana**) or plural (**bananas**). Countable nouns are things we can count. So we can say 'one banana', 'two bananas' etc. Examples of nouns usually countable: • There's **a beach** near here. • Ann was singing **a song**. • Have you got **a** ten-pound **note**? • It wasn't your fault. It was **an accident**. • There are no **batteries** in the radio. • We haven't got enough **cups**.	• I eat **rice** every day. • I like **rice**. **Rice** is an *uncountable* noun. An uncountable noun has only one form (**rice**). Uncountable nouns are things we cannot count. We cannot say 'one rice', 'two rices' etc. Examples of nouns usually uncountable: • There's **sand** in my shoes. • Ann was listening to (some) **music**. • Have you got any **money**? • It wasn't your fault. It was bad **luck**. • There is no **electricity** in this house. • We haven't got enough **water**.

You can use **a/an** with singular countable nouns: **a beach** **a student** **an umbrella** You cannot use singular countable nouns alone (without **a/the/my** etc.): • I want **a banana**. (*not* 'I want banana') • There's been **an accident**. (*not* 'There's been accident') You can use *plural* countable nouns alone: • I like **bananas**. (= bananas in general) • **Accidents** can be prevented. See also Unit 74.	You cannot normally use **a/an** with uncountable nouns. We do not say 'a sand' or 'a music'. But you can often use **a...of**: **a bowl of** rice **a drop of** water **a piece of** music **a game of** tennis etc. You can use uncountable nouns alone (without **the/my/some** etc.): • I eat **rice** every day. • There's **blood** on your shirt. • Can you hear **music**? See also Unit 74.

You can use **some** and **any** with *plural* countable nouns: • We sang **some** songs. • Did you buy **any** apples? We use **many** and **few** with plural countable nouns: • We didn't take **many** photographs. • I have a **few** jobs to do.	You can use **some** and **any** with uncountable nouns: • We listened to **some music**. • Did you buy **any** apple **juice**? We use **much** and **little** with uncountable nouns: • We didn't do **much** shopping. • I have a **little** work to do.

Countable and uncountable → UNITS 69–70 **some** and **any** → UNIT 84 **many/much/few/little** → UNIT 86

EXERCISES

68.1 *Some of these sentences need* **a/an**. *Correct the sentences which are wrong. If the sentence is already correct, put 'RIGHT'.*

1 Jim goes everywhere by bike. He hasn't got car. a car
2 Ann was listening to music when I arrived. RIGHT
3 We went to very nice restaurant last weekend.
4 I clean my teeth with toothpaste.
5 I use toothbrush to clean my teeth.
6 Can you tell me if there's bank near here?
7 My brother works for insurance company in London.
8 I don't like violence.
9 Can you smell paint?
10 We need petrol. I hope we come to petrol station soon.
11 I wonder if you can help me. I have problem.
12 John has got interview for job tomorrow.
13 Liz doesn't usually wear jewellery but yesterday she was wearing necklace.
14 I think volleyball is very good game.

68.2 *Complete the sentences using one of the following words. Use* **a/an** *where necessary.*

~~accident~~ **biscuit blood coat decision electricity key letter moment** ~~music~~ **question sugar**

1 It wasn't your fault. It was an accident.
2 Listen! Can you hear music?
3 I couldn't get into the house because I didn't have
4 It's very warm today. Why are you wearing ?
5 Do you take in your coffee?
6 Are you hungry? Would you like with your coffee?
7 Our lives would be very difficult without
8 I didn't phone them. I wrote instead.
9 The heart pumps through the body.
10 Excuse me, but can I ask you ?
11 I'm not ready yet. Can you wait , please?
12 We can't delay much longer. We have to make soon.

68.3 *Complete the sentences using one of the following words. Sometimes the word needs to be plural (-s). Use* **a/an** *if necessary*

air country day friend meat letter patience people ~~photograph~~ **queue space umbrella**

1 I had my camera but I didn't take many photographs.
2 There are seven in a week.
3 A vegetarian is a person who doesn't eat
4 Outside the cinema there was of people waiting to see the film.
5 I'm not very good at writing
6 Last night I went out with some of mine.
7 There were very few. in the shops today. They were almost empty.
8 I'm going out for a walk. I need some fresh
9 George always wants things quickly He's got no
10 It's raining Have you got I could borrow?
11 Jane travels a lot. She has been to many
12 Our flat is very small. We haven't got much

UNIT 69

Countable and uncountable nouns (2)

Many nouns can be used as countable or uncountable nouns, usually with a difference in meaning. Compare:

Countable	*Uncountable*
• Did you hear **a noise** just now? (= a particular noise)	• I can't work here. There's too much **noise**. (*not* 'too many noises')
• I bought a **paper** to read. (= a newspaper)	• I need **some paper** to write on. (= material for writing on)
• There's **a hair** in my soup! (= one single hair)	• You've got very long **hair**. (*not* 'hairs') (= all the hair on your head)
• You can stay with us. There is **a spare room**. (= a room in a house)	• You can't sit here. There isn't **room**. (= space)
• I had some interesting **experiences** while I was away. (= things that happened to me)	• They offered me the job because I had a lot of **experience**. (*not* 'experiences')
• Enjoy your holiday. Have a good **time**!	• I can't wait. I haven't got **time**.

Coffee/tea/beer/juice etc. (drinks) are normally uncountable:

- I don't drink **coffee** very often.

But they can be countable when you are thinking of **a cup / a glass** etc. So you can say:

- *(in a restaurant)* Two coffees and **an orange juice**, please.

There are some nouns that are usually uncountable in English but often countable in other languages. For example:

accommodation	**behaviour**	**damage**	**luck**	**permission**	**traffic**
advice	**bread**	**furniture**	**luggage**	**progress**	**weather**
baggage	**chaos**	**information**	**news**	**scenery**	**work**

These nouns are usually *uncountable*, so:

i) you cannot use **a/an** with them (you cannot say 'a bread', 'an advice' etc.) and

ii) they are not normally plural (we do not say 'breads', 'advices' etc.):

- I'm going to buy **some bread**. *or* ...**a loaf of bread**. (*not* 'a bread')
- Enjoy your holiday! I hope you have good **weather**. (*not* 'a good weather')
- Where are you going to put all your **furniture**? (*not* 'furnitures')

News is uncountable, not plural:

- The **news** was very depressing. (*not* 'the news were')

Travel *(noun)* means 'travelling in general'. You cannot say 'a travel' to mean **a journey** or **a trip**:

- We had a very good **journey**. (*not* 'a good travel')

Compare these countable and uncountable nouns:

Countable	*Uncountable*
• I'm looking for **a job**.	• I'm looking for **work**. (*not* 'a work')
• What **a beautiful view**!	• What beautiful **scenery**!
• It's **a nice day** today.	• It's nice **weather** today.
• We had a lot of **bags** and **cases**.	• We had a lot of **luggage**. (*not* 'luggages')
• These **chairs** are mine.	• **This furniture** is mine.
• It was **a good suggestion**.	• It was good **advice**.

EXERCISES

Which of the underlined parts of these sentences is correct?

1 'Did you hear ~~noise~~ / a noise just now?' 'No, I didn't hear anything.' ('a noise' *is correct*)
2 a If you want to know the news, you can read paper / a paper.
  b I want to write some letters but I haven't got a paper / any paper to write on.
3 a I thought there was somebody in the house because there was light / a light on inside.
  b Light / A light comes from the sun.
4 a I was in a hurry this morning. I didn't have time / a time for breakfast.
  b 'Did you enjoy your holiday?' 'Yes, we had wonderful time / a wonderful time.'
5 Sue was very helpful. She gave us some very useful advice / advices.
6 We had very good weather / a very good weather while we were on holiday.
7 We were very unfortunate. We had bad luck / a bad luck.
8 It's very difficult to find a work / job at the moment.
9 Our travel / journey from London to Istanbul by train was very tiring.
10 When the fire alarm rang, there was total chaos / a total chaos.
11 I had to buy a / some bread because I wanted to make some sandwiches.
12 Bad news don't / doesn't make people happy.
13 Your hair is / Your hairs are too long. You should have it / them cut.
14 Nobody was hurt in the accident but the damage / the damages to the car was / were quite bad.

Complete the sentences using these words. Sometimes you need the plural (-s).

chair **experience** **experience** **furniture** **hair** **information**
job ~~**luggage**~~ **permission** **progress** **work**

1 I didn't have much luggage – just two small bags.
2 They'll tell you all you want to know. They'll give you plenty of .....
3 There is room for everybody to sit down. There are plenty of .....
4 We have no ....., not even a bed or a table.
5 'What does Alan look like?' ' He's got a long beard and very short .....'
6 Carla's English is better than it was. She's made .....
7 George is unemployed. He's looking for a .....
8 George is unemployed. He's looking for .....
9 If you want to leave work early, you have to ask for .....
10 I don't think Ann will get the job. She hasn't got enough .....
11 Rita has done many interesting things. She should write a book about her .....

What do you say in these situations? Complete the sentences using one of the words from Section C.

1 Your friends have just arrived at the station. You can't see any suitcases or bags. You ask them: Have you got any luggage?
2 You go into the tourist office. You want to know about places to see in the town. You say: I'd like .....
3 You are a student at school. You want your teacher to advise you about which examinations to take. You say: Can you give me .....?
4 You want to watch the news on TV but you don't know what time it is on. You ask your friend: What time .....?
5 You are standing at the top of a mountain. You can see a very long way. It's lovely. You say: It ....., isn't it?
6 You look out of the window. The weather is horrible: cold, wet and windy. You say to your friend: What .....!

UNIT 70

Countable nouns with **a/an** and **some**

Countable nouns can be *singular* or *plural*:

a **dog**	a **child**	the **evening**	this **party**	an **umbrella**
dogs	some **children**	the **evenings**	these **parties**	two **umbrellas**

Before singular countable nouns you can use **a/an**:

- Goodbye! Have a nice **evening.**
- Do you need an umbrella?

You cannot use singular countable nouns alone (without **a/the/my** etc.):

- She never wears **a** hat. (*not* 'She never wears hat')
- Be careful of **the** dog. (*not* 'Be careful of dog')
- What **a** beautiful day!
- I've got **a** headache.

We use **a/an**... to say what kind of thing or person something/somebody is:

- A dog is **an animal.**
- I'm **an optimist.**
- Tim's father is **a doctor.**
- Are you **a good driver?**
- Jill is **a really nice person.**
- What **a lovely dress!**

We say that somebody has **a** long **nose** / **a** nice **face** / **a** strong **heart** etc.:

- Jack has got **a** long **nose.** (*not* 'the long nose')

In sentences like these, we use plural nouns alone (*not* with 'some'):

- Dogs are **animals.**
- Most of my friends are **students.**
- Jill's parents are **really nice people.**
- What **awful shoes!**
- Jack has got **blue eyes.** (*not* 'the blue eyes')

Remember to use **a/an** when you say what somebody's job is:

- Sandra is **a nurse.** (*not* 'Sandra is nurse')
- Would you like to be **an English teacher?**

You can use **some** with plural countable nouns. We use **some** in two ways:

i) **Some** = a number of / a few of / a pair of:

- I've seen **some** good **films** recently. (*not* 'I've seen good films')
- **Some friends** of mine are coming to stay at the weekend.
- I need **some** new **sunglasses.** (= a new pair of sunglasses)

Do *not* use **some** when you are talking about things in general (see also Unit 74):

- I love **bananas.** (*not* 'some bananas')
- My aunt is a writer. She writes **books.** (*not* 'some books')

Sometimes you can make sentences with or without **some** (with no difference in meaning):

- There are (**some**) eggs in the fridge if you're hungry.

ii) **Some** = some *but not all*

- **Some children** learn very quickly. (but not all children)
- **Some police officers** in Britain carry guns, but most of them don't.

Countable and uncountable (1) → UNIT 68 **A/an and the** → UNIT 71 **Some and any** → UNIT 84

EXERCISES

70.1 *What are these things? Try and find out if you don't know.*

1 an ant? It's an insect.
2 ants? bees? They're insects.
3 a cauliflower?
4 chess?
5 a violin? a trumpet? a flute?
6 a skyscraper?
7 Earth? Mars? Venus? Jupiter?
8 a tulip?
9 the Rhine? the Nile? the Mississippi?
10 a pigeon? an eagle? a crow?

Who were these people?

11 Beethoven? He was a composer.
12 Shakespeare?
13 Albert Einstein?
14 Washington? Lincoln? John Kennedy?
15 Marilyn Monroe?
16 Elvis Presley? John Lennon?
17 Van Gogh? Renoir? Gauguin?

70.2 *Read about what these people do and say what their jobs are. Choose one of these jobs:*
driving instructor **interpreter** **journalist** ~~**nurse**~~ **pilot** **plumber** **travel agent** **waiter**

1 Stella looks after patients in hospital. She's a nurse.
2 George works in a restaurant. He brings the food to the tables. He
3 Mary arranges people's holidays for them. She
4 Ron works for an airline. He flies aeroplanes.
5 Linda teaches people how to drive.
6 Dave fits and repairs water pipes.
7 Jenny writes articles for a newspaper.
8 John translates what people are saying from one language into another, so that they can understand each other.

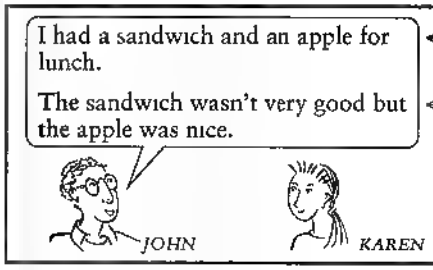
70.3 *Put in* **a/an** *or* **some** *where necessary. If no word is necessary, leave the space empty (–).*

1 I've seen some good films recently.
2 What's wrong with you? Have you got a headache?
3 I know a lot of people. Most of them are — students.
4 When I was child, I used to be very shy.
5 Would you like to be actor?
6 Do you collect stamps?
7 What beautiful garden!
8 birds, for example the penguin, cannot fly.
9 I've been walking for three hours. I've got sore feet.
10 I don't feel very well this morning. I've got sore throat.
11 It's a pity we haven't got camera. I'd like to take photograph of that house.
12 Those are nice shoes. Where did you get them?
13 I'm going shopping. I want to buy new shoes.
14 You need visa to visit countries, but not all of them.
15 Jane is teacher. Her parents were teachers too.
16 Do you enjoy going to concerts?
17 When we got to the city centre, shops were still open but most of them were closed.
18 I don't believe him. He's liar. He's always telling lies.

UNIT 71

A/an and the

Study this example:



John says 'a sandwich', 'an apple' because this is the first time he talks about them.

John now says 'the sandwich', 'the apple' because Karen knows which sandwich and which apple he means – *the* sandwich and *the* apple he had for lunch.

Compare a and the in these examples:

- A man and a woman were sitting opposite me. **The** man was American but I think **the** woman was British.
- When we were on holiday, we stayed at **a** hotel. Sometimes we had our evening meal at the hotel and sometimes we went to **a** restaurant.

We use **the** when we are thinking of one particular thing. Compare **a/an** and **the**:

- Tom sat down on **a** chair. (perhaps one of many chairs in the room)

but Tom sat down on **the** chair **nearest the door**. (a particular chair)

- Ann is looking for **a** job. (not a particular job)

but Did Ann get **the** job **she applied for**? (a particular job)

- Have you got **a** car? (not a particular car)

but I cleaned **the** car yesterday. (= my car)

For a see also Units 70 and 72A.

We use **the** when it is clear in the situation which thing or person we mean. For example, in a room we talk about 'the light / the floor / the ceiling / the door / the carpet' etc.:

- Can you turn off **the** light, please? (= the light in this room)
- I took a taxi to **the** station. (= the station in that town)
- I'd like to speak to **the** manager, please. (= the manager of this shop etc.)

In the same way, we say (go to) **the bank, the post office**:

- I must go to **the bank** to get some money and then I'm going to **the post office** to get some stamps. (The speaker is usually thinking of a particular bank or post office.)

Also: **the doctor, the dentist**:

- Carol isn't very well. She's gone to **the doctor**. (= her usual doctor)
- I hate going to the **dentist**.

Compare **a**:

- Is there a **bank** near here?
- My sister is a **dentist**.

Don't forget **the**:

- Susan works in **the** city centre. (*not* 'in city centre')
- My brother is in **the** army. (*not* 'in army')

We say 'once **a week** / three times **a day** / £1.20 **a kilo**' etc.:

- 'How often do you go to the cinema?' 'About once **a month**.'
- 'How much are those potatoes?' '£1.20 **a kilo**.'
- She works eight hours **a day**, six days **a week**.

EXERCISES

71.1 *Put in* **a/an** *or* **the.**

1 This morning I bought a newspaper and magazine. newspaper is in my bag but I don't know where I put magazine.
2 I saw accident this morning. car crashed into tree. driver of car wasn't hurt but car was badly damaged.
3 There are two cars parked outside: blue one and grey one. blue one belongs to my neighbours; I don't know who owner of grey one is.
4 My friends live in old house in small village. There is beautiful garden behind house. I would like to have garden like that.

71.2 *Put in* **a/an** *or* **the.**

1 a This house is very nice. Has it got garden?
b It's a beautiful day. Let's sit in garden.
c I like living in this house but it's a pity that garden is so small.
2 a Can you recommend good restaurant?
b We had dinner in very nice restaurant.
c We had dinner in most expensive restaurant in town.
3 a She has French name but in fact she's English, not French.
b What's name of that man we met yesterday?
c We stayed at a very nice hotel – I can't remember name now.
4 a There isn't airport near where I live. nearest airport is 70 miles away.
b Our plane was delayed. We had to wait at airport for three hours.
c Excuse me, please. Can you tell me how to get to airport?
5 a 'Are you going away next week?' 'No, week after next.'
b I'm going away for week in September.
c George has a part-time job. He works three mornings week.

71.3 *Put in* **a/an** *or* **the** *in these sentences where necessary.*

1 Would you like apple? an apple
2 How often do you go to dentist?
3 Could you close door, please?
4 I'm sorry. I didn't mean to do that. It was mistake.
5 Excuse me, where is bus station, please?
6 I've got problem. Can you help me?
7 I'm just going to post office. I won't be long.
8 There were no chairs, so we had to sit on floor.
9 Have you finished with book I lent you?
10 My sister has just got job in bank in Manchester.
11 We live in small flat near city centre.
12 There's small supermarket at end of street I live in.

71.4 *Answer these questions about yourself. Where possible, use the structure in Section D (***once a week / three times a day** *etc.).*

1 How often do you go to the cinema? Three or four times a year.
2 How much does it cost to hire a car in your country? About £30 a day.
3 How often do you go away on holiday?
4 What's the speed limit in towns in your country?
5 How much sleep do you need?
6 How often do you go out in the evening?
7 How much television do you watch (on average)?

UNIT 72

The (1)

A

We use **the**... when there is only one of something:

- What is **the** longest river in **the** world? (there is only one longest river)
- **The** earth goes round **the** sun and **the** moon goes round **the** earth.
- I'm going away at **the** end of this month.

Don't forget **the**:

- Paris is **the** capital of France. (*not* 'Paris is capital of...')

But we use **a/an** to say what kind of thing something is (see Unit 70C). Compare **the** and **a**:

- **The** sun is a star. (= one of many stars)
- **The** hotel we stayed at was a very nice hotel.

B

We say: **the sky** **the sea** **the ground** **the country** **the environment**:

- We looked up at all the stars in **the sky**. (*not* 'in sky')
- Would you rather live in a town or in **the country**?
- We must do more to protect **the environment**. (= the natural world around us)

Note that we say **space** (without 'the') when we mean 'space in the universe':

- There are millions of stars **in space**. (*not* 'in the space')

but

- I tried to park my car but **the space** was too small.

C

We use **the** before **same** (**the same**):

- Your pullover is **the same** colour as mine. (*not* 'is same colour')
- These two photographs are **the same**. (*not* 'are same')

D

We say: (go to) **the cinema**, **the theatre**:

- I often go to **the cinema** but I haven't been to **the theatre** for ages.

When we say **the cinema** / **the theatre**, we do not necessarily mean one particular cinema or theatre.

We usually say **the radio**, but **television** (without 'the'):

- I often listen to **the radio**.
- I often watch **television**.
- We heard the news on **the radio**.
- We watched the news on **television**.

but

- Can you turn off **the television**, please? (= the television set)

Compare **a**:

- There isn't **a theatre** in this town.
- I'm going to buy **a** new **radio** / **television** (set).

E

Breakfast **lunch** **dinner**

We do *not* normally use **the** with the names of meals (**breakfast**, **lunch** etc.):

- What did you have for **breakfast**?
- We had **lunch** in a very nice restaurant.
- What time is **dinner**?

But we use **a** if there is an adjective before **breakfast**, **lunch** etc.:

- We had **a** very **nice lunch**. (*not* 'we had very nice lunch')

F

Platform 5 **Room 126** etc.

We do *not* use 'the' before *noun + number*. For example, we say:

- Our train leaves from **Platform 5**. (*not* 'the Platform 5')
- *(in a shop)* Have you got these shoes in **size 43**? (*not* 'the size 43')

In the same way, we say: **Room 126** (in a hotel) **page 29** (of a book) **Section A** etc.

A and the → UNIT 71 **The (2), (3) and (4)** → UNITS 73–75 **The with names** → UNITS 76–77

EXERCISES

72.1 *Put in* the *or* a/an *where necessary. If no word is necessary, leave the space empty (–).*

1 A: Where did you have — lunch? B: We went to a restaurant.
2 A: Did you have ____ nice holiday? B: Yes, it was ____ best holiday I've ever had.
3 A: Where's ____ nearest shop? B: There's one at ____ end of this street.
4 A: Do you often listen to ____ radio? B: No. In fact I haven't got ____ radio.
5 A: Would you like to travel in ____ space? B: Yes, I'd love to go to ____ moon.
6 A: Do you go to ____ cinema very often?
B: No, not very often. But I watch a lot of films on ____ television.
7 A: It was ____ nice day yesterday, wasn't it?
B: Yes, it was beautiful. We went for a walk by ____ sea.
8 A: What did you have for ____ breakfast this morning?
B: Nothing. I never eat ____ breakfast.
9 A: Can you tell me where ____ Room 25 is, please?
B: It's on ____ second floor.
10 A: We spent all our money because we stayed at ____ most expensive hotel in town.
B: Why didn't you stay at ____ cheaper hotel?

72.2 *Put in* the *where necessary. If you don't need* the, *leave the space empty (–).*

1 I haven't been to ...the... cinema for ages.
2 I lay down on ..... ground and looked up at ..... sky.
3 Sheila spends most of her free time watching ..... television.
4 ..... television was on but nobody was watching it.
5 Have you had ..... dinner yet?
6 Mary and I arrived at ..... same time.
7 You'll find ..... information you need at ..... top of ..... page 15.

72.3 *Put in* the *or* a/an *where necessary. If the sentence is already correct, put* 'RIGHT'. *(If necessary, see Unit 71 for* a/an *and* the.*)*

1 Sun is star. The sun is a star.
2 Tim lives in small village in country. _____
3 Moon goes round earth every 27 days. _____
4 What is highest mountain in world? _____
5 I'm fed up with doing same thing every day. _____
6 It was very hot day. It was hottest day of year. _____
7 I don't usually have lunch but I always eat good breakfast.
8 If you live in foreign country, you should try and learn language. _____
9 We missed our train because we were waiting on wrong platform. We were on Platform 3 instead of Platform 8. _____

72.4 *Complete the sentences using one of the following. Use* the *if necessary.*

~~breakfast~~ cinema dinner gate Gate 21 Question 8 sea

1 I didn't have time for breakfast this morning because I was in a hurry.
2 'I'm going to _____ this evening.' 'Are you? What film are you going to see?'
3 There was no wind, so _____ was very calm.
4 'Are you going out this evening?' 'Yes, after _____.'
5 The examination paper wasn't too difficult but I couldn't answer _____.
6 Oh, _____ is open. I must have forgotten to shut it.
7 *(airport announcement)* 'Flight BA123 to Vienna is now boarding at _____.'

UNIT 73

The (2) (School / the school)

Compare **school** and **the school**:

Alison is ten years old. Every day she goes to **school**. She's at **school** now. **School** begins at 9 and finishes at 3.

We say a child goes to **school** or is at **school** (as a pupil). We are not necessarily thinking of a particular school. We are thinking of **school** as a general idea.

Today Alison's mother wants to speak to her daughter's teacher. So she has gone to the **school** to see her. She's at the **school** now.

Alison's mother is not a pupil. She is not 'at school', she doesn't 'go to school'. But if she wants to see Alison's teacher, she goes to the **school** (= Alison's school, a particular school).

We use **prison, hospital, university,** and **church** in a similar way. We do *not* use **the** when we are thinking of the general idea of these places and what they are used for. Compare:

- Ken's brother is in **prison** for robbery. (He is a prisoner. We are not thinking of a particular prison.)
- Jack had an accident last week. He was taken to **hospital**. He's still in **hospital** now. (as a patient)
- When I leave **school**, I want to go to **university**.
- Mrs Kelly goes to **church** every Sunday. (to a religious service)

- Ken went to **the prison** to visit his brother. (He went as a visitor, not as a prisoner.)
- Jill has gone to **the hospital** to visit Jack. She's at **the hospital** now. (as a visitor)
- Excuse me, where is **the university**, please? (= the university buildings)
- The workmen went to **the church** to repair the roof. (not for a religious service)

With most other places, you need **the**. For example, **the cinema, the bank, the station.** See Units 71C and 72D.

Bed work home

We say: 'go to **bed** / be in **bed**' etc. (*not* 'the bed'):

- It's time to go to **bed** now.
- This morning I had breakfast **in bed**.

but

- I sat down on the **bed**. (a particular piece of furniture)

'go to **work** / be at **work** / start **work** / finish **work**' etc. (*not* 'the work'):

- Ann didn't go to **work** yesterday.
- What time do you usually finish **work**?

'go **home** / come **home** / arrive **home** / be at **home**' etc.:

- It's late. Let's go **home**.
- Will you be at **home** tomorrow afternoon?

We say 'go to **sea** / be at **sea**' (without 'the') when the meaning is 'go/be on a voyage':

- Keith is a seaman. He spends most of his life at **sea**.

but

- I'd like to live near **the sea**.
- It can be dangerous to swim in **the sea**.

The → UNITS 71–72, 74–77 Prepositions ('**at** school / **in** hospital' etc.) → UNITS 122–124
American English → APPENDIX 7

EXERCISES

73.1 *Complete the sentences using a preposition* (to/at/in *etc.*) + *one of the following words:*
bed **home** **hospital** **prison** **school** **university** **work**
You can use the words more than once.

1 Two people were injured in the accident and were taken to hospital.
2 In Britain, children from the age of five have to go _____.
3 Mark didn't go out last night. He stayed _____.
4 I'll have to hurry. I don't want to be late _____.
5 There is a lot of traffic in the morning when everybody is going _____.
6 Cathy's mother has just had an operation. She is still _____.
7 When Julia leaves school, she wants to study economics _____.
8 Bill never gets up before 9 o'clock. It's 8.30 now, so he is still _____.
9 If you commit a serious crime, you could be sent _____.

73.2 *Complete the sentences with the word given* (**school** *etc.*). *Use* **the** *where necessary.*

1 (**school**)
a Every term parents are invited to the school to meet the teachers.
b Why aren't your children at school today? Are they ill?
c When he was younger, Ted hated _____.
d What time does _____ start in the mornings in your country?
e A: How do your children get home from _____? By bus?
B: No, they walk. _____ isn't very far.
f What sort of job does Jenny want to do when she leaves _____?
g There were some people waiting outside _____ to meet their children.

2 (**university**)
a In your country, do many people go to _____?
b If you want to get a degree, you normally have to study at _____.
c This is only a small town but _____ is the biggest in the country.

3 (**hospital**)
a Nora works as a cleaner at _____.
b When Ann was ill, we all went to _____ to visit her.
c My brother has always been very healthy. He's never been in _____.
d Peter was injured in an accident and was kept in _____ for a few days.

4 (**church**)
a John's mother is a regular churchgoer. She goes to _____ every Sunday.
b John himself doesn't go to _____.
c John went to _____ to take some photographs of the building.

5 (**prison**)
a In many places people are in _____ because of their political opinions.
b The other day the fire brigade were called to _____ to put out a fire.
c The judge decided to fine the man £500 instead of sending him to _____.

6 (**home/work/bed**)
a I like to read in _____ before I go to sleep.
b It's nice to travel around but there's no place like _____!
c Shall we meet after _____ tomorrow evening?
d If I'm feeling tired, I go to _____ early.
e What time do you usually start _____ in the morning?
f The economic situation is very bad. Many people are out of _____.

7 (**sea**)
a There's a nice view from the window. You can see _____.
b It was a long voyage. We were at _____ for four weeks.
c I love swimming in _____.

UNIT 74

The (3) (Children / the children)

A

When we are talking about things or people in general, we do *not* use 'the':

- I'm afraid of **dogs**. (*not* 'the dogs')
  (**dogs** = dogs in general, not a particular group of dogs)
- **Doctors** are paid more than **teachers**.
- Do you collect **stamps**?
- **Crime** is a problem in most big cities. (*not* 'the crime')
- **Life** has changed a lot in the last 30 years. (*not* 'the life')
- Do you often listen to **classical music**? (*not* 'the classical music')
- Do you like **Chinese food** / **French cheese** / **Swiss chocolate**?
- My favourite sport is **football/skiing/athletics**. (*not* 'the football / the skiing' etc.)
- My favourite subject at school was **history/physics/English**.

We say '**most** people / **most** books / **most** cars' etc. (*not* 'the most...' – see also Unit 87A).

- **Most people** like George. (*not* 'the most people')

B

We use **the** when we mean particular things or people. Compare:

In general (without 'the')		*Particular people or things* (with **the**)
• **Children** learn a lot from playing. (= children in general)	*but*	• We took **the children** to the zoo. (= a particular group, perhaps the speaker's own children)
• I often listen to **music**.	*but*	• The film wasn't very good but I liked **the music**. (= the music in the film)
• All **cars** have wheels.	*but*	• All **the cars** in this car park belong to people who work here.
• **Sugar** isn't very good for you.	*but*	• Can you pass **the sugar**, please? (= the sugar on the table)
• Do **English people** work hard? (= English people in general)	*but*	• Do **the English people** you know work hard? (= only the English people you know, not English people in general)

C

The difference between 'something in general' and 'something in particular' is not always very clear. Compare these sentences:

In general (without 'the')	*Particular people or things* (with **the**)
• I like working with **people**. (= people in general)	
• I like working with **people who are lively**. (not all people, but 'people who are lively' is still a general idea)	• I like **the people I work with**. (= a particular group of people)
• Do you like **coffee**? (= coffee in general)	
• Do you like **strong black coffee**? (not all coffee, but 'strong black coffee' is still a general idea)	• Did you like **the coffee we had after our meal last night**? (= particular coffee)

The (1) and (2) → UNITS 72–73 **The** + adjective (**the young** / **the English** etc.) → UNIT 75

EXERCISES

74.1 *In this exercise you have to write whether you like or dislike these things:*

boxing	cats	fast food restaurants	football	hot weather
mathematics	opera	small children	rock music	zoos

Choose FOUR of these things and begin your sentences with one of these:

I like... / I don't like... I don't mind...
I love... / I hate... I'm interested in... / I'm not interested in...

1 I don't like hot weather very much.
2
3
4
5

74.2 *Complete the sentences using one of the following. Use* **the** *where necessary.*

~~(the) basketball~~ (the) questions (the) history (the) hotels (the) meat (the) lies
~~(the) information~~ (the) patience (the) people (the) water (the) grass (the) spiders

1 My favourite sport is basketball.
2 The information we were given wasn't correct.
3 Many people are afraid of .
4 A vegetarian is somebody who doesn't eat .
5 The test wasn't very difficult. I answered all . without difficulty.
6 Do you know who live next door?
7 is the study of the past.
8 George always tells the truth. He never tells .
9 We couldn't find anywhere to stay in the town. All were full.
10 in the pool didn't look very clean, so we didn't go for a swim.
11 Don't sit on . It's wet after the rain.
12 You need to teach young children.

74.3 *Choose the correct form, with or without* **the**.

1 I'm afraid of dogs / ~~the dogs~~. ('dogs' *is correct*)
2 Can you pass ~~salt~~ / the salt, please? ('the salt' *is correct*)
3 Apples / The apples are good for you.
4 Look at apples / the apples on that tree! They're very big.
5 Women / The women live longer than men / the men.
6 I don't drink tea / the tea. I don't like it.
7 We had a very nice meal. Vegetables / The vegetables were especially good.
8 Life / The life is strange sometimes. Some very strange things happen.
9 I like skiing / the skiing but I'm not very good at it.
10 Who are people / the people in this photograph?
11 What makes people / the people violent? What causes aggression / the aggression?
12 All books / All the books on the top shelf belong to me.
13 Don't stay in that hotel. It's very noisy and beds / the beds are very uncomfortable.
14 A pacifist is somebody who is against war / the war.
15 First World War / The First World War lasted from 1914 until 1918.
16 One of our biggest social problems is unemployment / the unemployment.
17 Ron and Brenda got married but marriage / the marriage didn't last very long.
18 Most people / The most people believe that marriage / the marriage and family life / the family life are the basis of society / the society.

UNIT 75

The (4) (The giraffe / the telephone / the piano etc.; the + adjective)

A

Study these sentences:

- **The giraffe** is the tallest of all animals.
- **The bicycle** is an excellent means of transport.
- When was **the telephone** invented?
- **The dollar** is the currency (= money) of the United States.

In these examples, the... does not mean one particular thing. **The giraffe** = one particular type of animal, *not* one particular giraffe. We use **the** (+ a singular countable noun) in this way to talk about a type of animal, machine etc.

In the same way we use **the** for musical instruments:

- Can you play **the** guitar?
- **The** piano is my favourite instrument.

Compare **a**:

- I'd like to have **a guitar**.
- We saw **a giraffe** at the zoo.

Note that we use **man** (= human beings in general / the human race) without 'the':

- What do you know about the origins of **man**? (*not* 'the man')

B

The + *adjective*

We use **the** + adjective (without a noun) to talk about groups of people, especially:

the young	**the old**	**the elderly**	
the rich	**the poor**	**the unemployed**	**the homeless**
the sick	**the disabled**	**the injured**	**the dead**

The young = young people, **the rich** = rich people etc.:

- Do you think **the rich** should pay more taxes to help **the poor**?
- **The homeless** need more help from the government.

These expressions are always *plural* in meaning. You cannot say 'a young' or 'an unemployed'. You must say '**a** young **man**', '**an** unemployed **woman**' etc.

Note also that we say 'the **poor**' (*not* 'the poors'), 'the **young**' (*not* 'the youngs') etc.

C

The + *nationality*

You can use **the** with some nationality adjectives to mean 'the people of that country'. For example:

- **The French** are famous for their food. (= the people of France)
- Why do **the English** think they are so wonderful? (= the people of England)

In the same way you can say:

the Spanish **the Dutch** **the British** **the Irish** **the Welsh**

Note that **the French / the English** etc. are plural in meaning. You can*not* say 'a French / an English'. You have to say '**a Frenchman / an Englishwoman**' etc.

You can also use **the** + nationality words ending in **-ese** (**the Chinese / the Sudanese** etc.):

- **The Chinese** invented printing.

These words can also be singular (a Japanese, a Sudanese).

Also: **the Swiss** / a Swiss (plural or singular)

With other nationalities, the plural noun ends in **-s**. For example:

an Italian	**a** Mexican	**a** Scot	**a** Turk
(the) Italians	(the) Mexicans	(the) Scots	(the) Turks

A/an and the → UNIT 71 **The** (1), (2) and (3) → UNITS 72–74 **The** + *names* → UNITS 76–77

EXERCISES

75.1 *Answer the questions. Choose the right answer from the box. Don't forget* **the**. *Use a dictionary if necessary.*

1 *animals*		2 *birds*		3 *inventions*		4 *currencies*	
tiger	elephant	eagle	penguin	telephone	wheel	dollar	lira
rabbit	cheetah	swan	owl	telescope	laser	escudo	rupee
giraffe	kangaroo	parrot	robin	helicopter	typewriter	peseta	yen

1 a Which of the animals is tallest? the giraffe
b Which animal can run fastest? _____
c Which of these animals is found in Australia? _____
2 a Which of these birds has a long neck? _____
b Which of these birds cannot fly? _____
c Which bird flies at night? _____
3 a Which of these inventions is oldest? _____
b Which one is most recent? _____
c Which one is especially important for astronomy? _____
4 a What is the currency of India? _____
b What is the currency of Portugal? _____
c What is the currency of your country? _____

75.2 *Put in* **the** *or* **a** *where necessary. If the sentence is already complete leave an empty space (–).*

1 When was the telephone invented?
2 Can you play _____ musical instrument?
3 Jill plays _____ violin in an orchestra.
4 There was _____ piano in the corner of the room.
5 Can you play _____ piano?
6 Our society is based on _____ family.
7 Martin comes from _____ large family.
8 When was _____ paper first made?
9 _____ computer has changed the way we live.

75.3 *Complete these sentences using* **the** *+ one of these adjectives:*
injured **poor** **rich** **sick** **unemployed** ~~**young**~~

1 The young have the future in their hands.
2 Ambulances arrived at the scene of the accident and took _____ to hospital.
3 Life is all right if you have a job, but things are not so easy for _____
4 Julia has been a nurse all her life. She has spent her life caring for _____
5 In England there is an old story about a man called Robin Hood. It is said that he robbed _____ and gave the money to _____

75.4 *What do you call the people of these countries?*

	one person (a/an...)	*the people in general*
1 Canada?	a Canadian	the Canadians
2 Germany?		
3 France?		
4 Russia?		
5 China?		
6 Brazil?		
7 England?		
8 *and your country?*		

UNIT 76

Names with and without **the** (1)

We do not use 'the' with names of people ('Ann', 'Ann Taylor' etc.). In the same way, we do not normally use 'the' with names of places. For example:

continents	Africa (*not* 'the Africa'), Europe, South America
countries	France (*not* 'the France'), Japan, Switzerland
states, regions etc.	Texas, Cornwall, Tuscany, Central Europe
islands	Corsica, Sicily, Bermuda
cities, towns etc.	Cairo, New York, Madrid
mountains	Everest, Etna, Kilimanjaro

But we use **the** in names with 'Republic', 'Kingdom', 'States' etc.:
the United **States** of America (**the** USA) the United **Kingdom** (**the** UK)
the Dominican **Republic**
Compare:
- We visited **Canada** and **the United States.**

When we use **Mr/Mrs/Captain/Doctor** etc. + *a name*, we do *not* use 'the'. So we say:
Mr Johnson / **Doctor** Johnson / **Captain** Johnson / **President** Johnson etc. (*not* 'the...')
Uncle Robert / **Aunt** Jane / **Saint** Catherine / **Princess** Anne etc. (*not* 'the...')
Compare:
- We called **the doctor.** *but* We called **Doctor** Johnson. (*not* 'the Doctor Johnson')

We use **mount** (= mountain) and **lake** in the same way (without 'the'):
Mount Everest (*not* 'the...') **Mount** Etna **Lake** Superior **Lake** Constance
- They live near **the lake.** *but* They live near **Lake** Constance. (*without* 'the')

We use **the** with the names of oceans, seas, rivers and canals (see also Unit 77B):

the Atlantic (Ocean)	**the** Mediterranean (Sea)		**the** Red Sea
the Indian Ocean	**the** Channel (between France and Britain)		**the** Suez Canal
the (River) Amazon	**the** (River) Thames	**the** Nile	**the** Rhine

We use **the** with *plural* names of people and places:

people	**the** Taylors (= the Taylor family), **the** Johnsons
countries	**the** Netherlands, **the** Philippines, **the** United States
groups of islands	**the** Canaries / **the** Canary Islands, **the** Bahamas, **the** British Isles
mountain ranges	**the** Rocky Mountains / **the** Rockies, **the** Andes, **the** Alps

- The highest mountain in **the Alps** is **Mont Blanc.** (*not* 'the Mont Blanc')

North/northern etc.
We say: **the north** (of France) *but* **northern** France (*without* 'the')
the south-east (of Spain) *but* **south-eastern** Spain
Compare:
- Sweden is in **northern** Europe; Spain is in **the south.**

Also: **the** Middle East **the** Far East
You can also use **north/south** etc. + a place name (without 'the'):
North America **West Africa** **South-East Spain**
Note that on maps, **the** is not usually included in the name.

EXERCISES

1 *Put in* **the** *where necessary. Leave a space (–) if the sentence is already complete.*

1 Who is —. Doctor Johnson? (*The sentence is complete without* **the**.)
2 I was ill, so I went to see _____ doctor.
3 _____ President is the most powerful person in _____ United States.
4 _____ President Kennedy was assassinated in 1963.
5 Do you know _____ Wilsons? They're a very nice couple.
6 Do you know _____ Professor Brown's phone number?

2 *Some of these sentences are correct, but some need* **the** *(perhaps more than once). Correct the sentences where necessary. Put 'RIGHT' if the sentence is already correct.*

1 Everest was first climbed in 1953. RIGHT
2 Milan is in north of Italy. the north of Italy
3 Africa is much larger than Europe.
4 Last year I visited Mexico and United States.
5 South of England is warmer than north.
6 Portugal is in western Europe.
7 France and Britain are separated by Channel.
8 Jim has travelled a lot in Middle East.
9 Chicago is on Lake Michigan.
10 The highest mountain in Africa is Kilimanjaro (5,895 metres).
11 Next year we are going skiing in Swiss Alps.
12 United Kingdom consists of Great Britain and Northern Ireland.
13 Seychelles are a group of islands in Indian Ocean.
14 River Volga flows into Caspian Sea.

3 *Here are some geography questions. Choose the right answer from one of the boxes and write* **the** *if necessary. You do not need all the names in the boxes. Use an atlas if necessary.*

continents	*countries*	*oceans and seas*	*mountains*	*rivers and canals*	
Africa	Canada	Atlantic	Alps	Amazon	Rhine
Asia	Denmark	Indian Ocean	Andes	Danube	Thames
Australia	Indonesia	Pacific	Himalayas	Nile	Volga
Europe	Sweden	Black Sea	Rockies	Suez Canal	
North America	Thailand	Mediterranean	Urals	Panama Canal	
South America	United States	Red Sea			

1 What do you have to cross to travel from Europe to America? The Atlantic
2 Where is Argentina?
3 Which is the longest river in Africa?
4 Of which country is Stockholm the capital?
5 Of which country is Washington the capital?
6 What is the name of the mountain range in the west of North America?
7 What is the name of the sea between Africa and Europe?
8 Which is the smallest continent in the world?
9 What is the name of the ocean between America and Asia?
10 What is the name of the ocean between Africa and Australia?
11 Which river flows through London?
12 Which river flows through Vienna, Budapest and Belgrade?
13 Of which country is Bangkok the capital?
14 What joins the Atlantic and Pacific Oceans?
15 Which is the longest river in South America?

UNIT 77

Names with and without **the** (2)

A

Names without 'the'

We do not use 'the' with names of most streets/roads/squares/parks etc.:

Union **Street** (*not* 'the...')	Fifth **Avenue**	Piccadilly **Circus**	Hyde **Park**
Blackrock **Road**	**Broadway**	Times **Square**	Waterloo **Bridge**

Many names (especially names of important buildings and institutions) are two words:

Kennedy Airport **Cambridge University**

The first word is usually the name of a person ('Kennedy') or a place ('Cambridge'). We do not usually use 'the' with names like these. Some more examples:

Victoria Station (*not* 'the...')	**Edinburgh Castle**	**London Zoo**
Westminster Abbey	**Buckingham Palace**	**Canterbury Cathedral**

But we say '**the** White House', '**the** Royal Palace', because 'white' and 'royal' are not names like 'Kennedy' and 'Cambridge'. This is only a general rule and there are exceptions.

B

Most other names (of places, buildings etc.) have names with **the**:

the + *adjective* or *name etc.* + *noun*

the	Hilton	**Hotel**
	National	**Theatre**
	Sahara	**Desert**
	Atlantic	**Ocean**

These places usually have names with **the**:

hotels/restaurants/pubs	**the** Station Hotel, **the** Bombay **Restaurant**, **the** Red Lion (pub)
theatres/cinemas	**the** Palace **Theatre**, **the** Odeon **Cinema**
museums/galleries	**the** British **Museum**, **the** Tate **Gallery**
other buildings	**the** Empire State **Building**, **the** Festival **Hall**, **the** White **House**
oceans/seas/canals	**the** Indian **Ocean**, **the** Mediterranean **Sea**, **the** Suez **Canal**
also:	
newspapers	**the** Washington **Post**, **the** Financial **Times**
organisations (but see also Section D)	**the** European **Union**, **the** BBC (= **the** British Broadcasting **Corporation**)

Sometimes we leave out the noun: **the Hilton** (Hotel), **the Sahara** (Desert)

Sometimes the name is only **the** + *noun*: **the Vatican** *(in Rome)*, **the Sun** *(British newspaper)*

Names with ...**of**... usually have **the**. For example:

the Bank **of** England	**the** Tower **of** London	**the** Museum **of** Modern Art
the Houses **of** Parliament	**the** Great Wall **of** China	**the** Tropic **of** Capricorn
the Gulf **of** Mexico	**the** University **of** London (*but* ~~the~~ London University)	

C

Many shops, restaurants, hotels, banks etc. are named after the people who started them. These names end in -'s or -s. We do *not* use 'the' with these names:

Lloyds Bank (*not* the Lloyds Bank) McDonalds Jack's Guest House Harrods (shop)

Churches are often named after saints:

St John's Church (*not* the St John's Church) St Paul's Cathedral

D

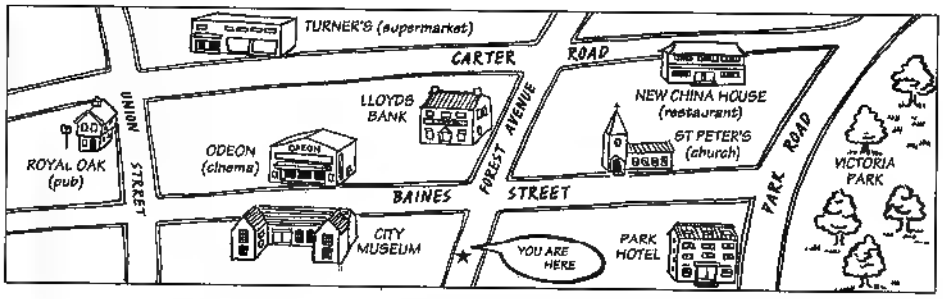
Names of companies, airlines etc. are usually without 'the':

Fiat (*not* the Fiat) **Sony** **Kodak** **British Airways** **IBM**

Names with and without **the** (1) → UNIT 76

EXERCISES

1 *Use the map to answer the questions in the way shown. Write the name of the place and the street it is in. On maps we do not normally use* the. *In your sentences, use* the *if necessary.*



1	Is there a cinema near here?	Yes, the Odeon in Baines Street.
2	Is there a supermarket near here?	Yes, ... in . . . . .
3	Is there a hotel near here?	Yes, ... in . . . . .
4	Is there a church near here?	Yes, ...
5	Is there a pub near here?	Yes, ...
6	Is there a museum near here?	Yes, ...
7	Is there a bank near here?	Yes, ...
8	Is there a park near here?	Yes, ... at the end of . . . . .
9	Is there a restaurant near here?	Yes, ...

2 *Where are these streets and buildings? Choose from the box to complete the sentences. Use* the *where necessary.*

Acropolis	Broadway	Buckingham Palace	Eiffel Tower
Vatican	White House	St Mark's Cathedral	~~Trafalgar Square~~

1 Trafalgar Square is in London.
2 . . . . . is in Paris.
3 . . . . . is in Rome.
4 . . . . . is in London.
5 . . . . . is in New York.
6 . . . . . is in Washington.
7 . . . . . is in Athens.
8 . . . . . is in Venice.

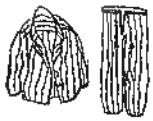
3 *Choose the correct form, with or without* the.

1 Have you ever been to ~~British Museum~~ / the British Museum. (the... *is correct*)
2 Hyde Park / The Hyde Park is a very large park in central London.
3 Another park in central London is St James's Park / the St James's Park.
4 Grand Hotel / The Grand Hotel is in Baker Street / the Baker Street.
5 We flew to New York from Gatwick Airport / the Gatwick Airport near London.
6 Frank is a student at Liverpool University / the Liverpool University.
7 If you're looking for a good clothes shop, I would recommend Harrison's / the Harrison's.
8 If you're looking for a good pub, I would recommend Ship Inn / the Ship Inn.
9 Statue of Liberty / The Statue of Liberty is at the entrance to New York harbour / the New York harbour.
10 You should go to Science Museum / the Science Museum. It's very interesting.
11 John works for IBM / the IBM now. He used to work for British Telecom / the British Telecom.
12 'Which cinema are you going to this evening?' 'Classic / The Classic.'
13 I'd like to go to China and see Great Wall / the Great Wall.
14 Which newspaper shall I buy – Independent / the Independent or Herald / the Herald?
15 This book is published by Cambridge University Press / the Cambridge University Press.

UNIT 78

Singular and plural

Sometimes we use a *plural* noun for *one* thing that has *two* parts. For example:

trousers *(two legs)* *also* jeans/tights/shorts/pants	 pyjamas *(top and bottom)*	glasses (*or* spectacles)	binoculars	scissors

These words are plural, so they take a plural verb:

- My trousers **are** too long. (*not* 'is too long')

You can also use **a pair of** + these words:

- **Those** are nice **jeans**. *or* **That's a nice pair of** jeans. (*not* 'a nice jeans')
- I need **some** new **glasses**. *or* I need **a** new **pair of** glasses.

Some nouns end in -ics but are *not* usually plural. For example: **athletics** **gymnastics** **mathematics** (*or* **maths**) **physics** **electronics** **economics** **politics**

- **Gymnastics** is my favourite sport.

News is not plural (see Unit 69C):

- What time is **the news** on television? (*not* 'are the news')

Some words ending in -s can be singular or plural. For example:

means	**a means** of transport	**many means** of transport
series	**a** television **series**	**two** television **series**
species	**a species** of bird	**200 species** of bird

Some singular nouns are often used with a plural verb. For example:
government **staff** **team** **family** **audience** **committee** **company** **firm**

These nouns are all *groups* of people. We often think of them as a number of people (= 'they'), not as one thing (= 'it'). So we often use a plural verb:

- **The government** (= they) **want** to increase taxes.
- **The staff** at the school (= they) **are** not happy with **their** new working conditions.

In the same way, we often use a plural verb after the name of a sports team or a company:

- **Scotland** are playing France next week (in a football match).
- **Shell have** increased the price of petrol.

A singular verb (The government **wants**... / Shell **has**... etc.) is also possible.

We always use a plural verb with **police**:

- The police **have** arrested a friend of mine. (*not* 'The police has')
- Do you think the police are well-paid?

Note that a person in the police is 'a policeman / a policewoman / a police officer' (*not* 'a police').

We do not often use the plural of **person** ('persons'). We normally use **people** (a *plural* word):

- He's a nice **person**. *but* They are nice **people**.
- **Many people** don't have enough to eat. (*not* 'doesn't have')

We think of a sum of money, a period of time, a distance etc. as *one* thing. So we use a singular verb:

- **Twenty thousand pounds** (= it) **was** stolen in the robbery. (*not* 'were stolen')
- **Three years** (= it) is a long time to be without a job. (*not* 'Three years are...')
- **Six miles** is a long way to walk every day.

EXERCISES

78.1 *Complete the sentences using a word from Sections A or B. Sometimes you need* a *or* some.

1 My eyes aren't very good. I need glasses.
2 This plant is a very rare species.
3 Footballers don't wear trousers when they play. They wear _____.
4 The bicycle is a _____ of transport.
5 The bicycle and the car are _____ of transport.
6 I want to cut this piece of material. I need _____.
7 Ann is going to write _____ of articles for her local newspaper.
8 There are a lot of American TV _____ shown on British television.
9 While we were out walking, we saw 25 different _____ of bird.

78.2 *In each example the words on the left are connected with an activity (for example, a sport or an academic subject). Write the name of the activity. Each time the beginning of the word is given.*

1 calculate algebra equation — mathematics
2 government election minister — p_____
3 finance trade industry — e_____
4 running jumping throwing — a_____
5 light heat gravity — ph_____
6 exercises somersault parallel bars — gy_____
7 computer silicon chip video games — el_____

78.3 *Choose the correct form of the verb, singular or plural. In one sentence either the singular or plural verb is possible.*

1 Gymnastics is/~~are~~ my favourite sport. ('is' *is correct*)
2 The trousers you bought for me doesn't/don't fit me.
3 The police want/wants to interview two men about the robbery last week.
4 Physics was/were my best subject at school.
5 Can I borrow your scissors? Mine isn't/aren't sharp enough.
6 Fortunately the news wasn't/weren't as bad as we expected.
7 Where does/do your family live?
8 Three days isn't/aren't long enough for a good holiday.
9 I can't find my binoculars. Do you know where it is / they are?
10 Do you think the people is/are happy with the government?
11 Does/Do the police know how the accident happened?
12 I don't like very hot weather. Thirty degrees is/are too warm for me.

78.4 *Most of these sentences are wrong. Correct them where necessary; put 'RIGHT' if the sentence is already correct.*

1 The government want to increase taxes. RIGHT ('wants' *is also correct*)
2 Susan was wearing a black jeans. _____
3 Brazil are playing Italy in a football match next Wednesday. _____
4 I like Martin and Jill. They're very nice persons. _____
5 I need more money than that. Ten pounds are not enough. _____
6 I'm going to buy a new pyjama. _____
7 The committee haven't made a decision yet. _____
8 Many people has given up smoking. _____
9 There was a police standing at the corner of the street. _____
10 Has the police arrived yet? _____
11 This scissors is not very sharp. _____

UNIT 79

Noun + noun (a **tennis ball** / a **headache** etc.)

A

We often use two nouns together (*noun + noun*) to mean *one* thing/person/idea etc. For example:

a **tennis ball** a **bank manager** a **road accident** **income tax** the **city centre**

The first noun is like an adjective – it tells us *what kind* of thing/person/idea etc. For example:

a **tennis ball** = a **ball** used to play **tennis**
a **road accident** = an **accident** that happens on the **road**
income tax = **tax** that you pay on your **income**
the **sea temperature** = the **temperature** of the **sea**
a **London doctor** = a **doctor** from **London**

So you can say:

a **television** camera a **television** programme a **television** studio a **television** producer
(all different things or people to do with television)
language **problems** marriage **problems** health **problems** work **problems**
(all different kinds of problems)

Compare:

garden vegetables (= **vegetables** that are grown in a garden)
a **vegetable garden** (= a **garden** where vegetables are grown)

Often the first word ends in **-ing**. Ususally these are things used for doing something. For example:

a **washing** machine a **frying** pan a **swimming** pool a **dining** room

Sometimes there are more than two nouns together:

- I waited at the **hotel reception desk.** (= a desk)
- We watched the **World Swimming Championships** on television.
- If you want to play **table tennis** (= a game), you need a **table tennis table** (= a table).

B

When nouns are together like this, sometimes we write them as one word and sometimes as two separate words. For example:

a **headache** **toothpaste** a **weekend** a **stomach ache** **table tennis**

There are no clear rules for this. If you are not sure, it is usually better to write *two* words. You can often put a hyphen (-) between the two words (but this is not usually necessary):

a **dining-room** the **city-centre**

C

Note the difference between:

a **wine glass** (perhaps empty) and a **glass of wine** (= a glass with wine in it)
a **shopping bag** (perhaps empty) and a **bag of shopping** (= a bag full of shopping)

D

When we use *noun + noun*, the first noun is like an *adjective*. It is normally singular but the meaning is often plural. For example, a **bookshop** is a shop where you can buy books, an **apple** tree is a tree that has apples.

In the same way we say:

a three-**hour** journey (*not* 'a three-hours journey')
a ten **pound** note (*not* 'pounds') two 14-year-old girls (*not* 'years')
a four **week** English course (*not* 'weeks') a three-**page** letter (*not* 'pages')

So we say:

- It was a three-**hour** journey. *but* The journey took three **hours.**

For the structure 'I've got three weeks' holiday', see Unit 80E.

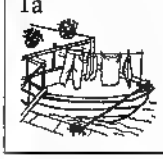
EXERCISES

79.1 *What do we call these things and people? Use the structure noun + noun.*

1 A ticket for a concert is a concert ticket.
2 A magazine about computers is
3 Photographs taken on your holiday are your
4 Chocolate made with milk is
5 Somebody whose job is to inspect factories is
6 A hotel in central London is
7 The results of your examinations are your
8 The carpet in the dining room is
9 A scandal involving a football club is
10 A question that has two parts is
11 A girl who is seven years old is

79.2 *Write the correct word for each picture. Each word has two parts and these are given above the pictures. In 1a for example, you must decide whether the word is* **boathouse** *or* **houseboat.**

boat/house **horse/race** **card/phone**

1a 
1b
2a
2b
3a
3b

79.3 *Answer the questions using two of the following words each time:*

~~accident~~ belt card credit editor forecast newspaper
number ~~road~~ room seat shop weather window

1 This can be caused by bad driving. A road accident
2 If you're staying at a hotel, you need to remember this. Your
3 You should wear this when you're in a car. A
4 You can sometimes use this to pay for things instead of cash. A
5 If you want to know if it's going to rain, you can read or listen to this. The
6 This person is a top journalist. A
7 You might stop to look in this when you're walking along a street. A

79.4 *Complete the sentences using one of the following:*

15 minute(s) **60 minute(s)** **two hour(s)** **five day(s)** **two year(s)** **500 year(s)**
six mile(s) **20 pound(s)** **five course(s)** ~~**ten page(s)**~~ ~~**450 page(s)**~~

Sometimes you need the singular (**day/page** *etc.*) *and sometimes the plural* (days/pages *etc.*).

1 It's quite a long book. There are 450 pages.
2 A few days ago I received a ten-page letter from Julia.
3 I didn't have any change. I only had a note.
4 At work in the morning I usually have a break for coffee.
5 There are in an hour.
6 It's only a flight from London to Madrid.
7 It was a big meal. There were .
8 Mary has just started a new job. She's got a contract.
9 The oldest building in the city is the old castle.
10 I work a week. Saturday and Sunday are free.
11 We went for a walk in the country.

UNIT 80

-'s (the girl's name) and of... (the name of the book)

We normally use -'s for people or animals (**the girl's... / the horse's...** etc.):

the girl's name	**the horse's** tail	**Mr Evans's** daughter
a woman's hat	**the manager's** office	**Sarah's** eyes

- Where is **the manager's** office? (*not* 'the office of the manager')
- What colour are **Sarah's** eyes? (*not* 'the eyes of Sarah')

Note that you can use -'s without a following noun:

- This isn't my book. It's my **brother's.** (= my brother's book)

We do not always use -'s for people. For example, we would use **of...** in this sentence:

- What is the name **of the man who lent us the money?** ('the man who lent us the money' is too long to be followed by -'s)

Note that we say **a woman's hat** (= a hat for a woman), **a boy's name** (= a name for a boy), **a bird's egg** (= an egg laid by a bird) etc.

For things, ideas etc. we normally use **of** (**...of the book / ...of the restaurant** etc.):

the door **of the garage** (*not* 'the garage's door')
the name **of the book** the owner **of the restaurant**

Sometimes you can use the structure *noun* + *noun* (see Unit 79):

the **garage door** the **restaurant owner**

We normally use **of** (not *noun* + *noun*) with **the beginning / end / top / bottom / front / back / middle / side** etc. So we say:

the back of the car (*not* 'the car back')
the beginning of the month

You can usually use **-'s** or **of...** for an organisation (= a group of people). So you can say:

the government's decision *or* the decision **of the government**
the company's success *or* the success **of the company**

It is also possible to use -'s for places. So you can say:

the city's new theatre **the world's** population **Italy's** largest city

After a *singular* noun we use **-'s:**

my sister's room (= **her** room – *one* sister) Mr Carter's house

After a *plural* noun (sisters, friends etc.) we put **'** (an *apostrophe*) after the s (**s'**):

my sisters' room (= **their** room – *two or more* sisters)
the Carters' house (Mr and Mrs Carter)

If a plural noun does not end in -s (for example, **men / women / children / people**) we use **-'s:**

the men's changing room a children's book (= a book for children)

Note that you can use -'s after more than one noun:

Jack and Jill's wedding **Mr and Mrs Carter's** house

You can also use **-'s** with time expressions (**yesterday / next week** etc.)

- Have you still got **yesterday's** newspaper?
- **Next week's** meeting has been cancelled.

In the same way, you can say **today's... / tomorrow's... / this evening's... / Monday's...** etc.

We also use **-'s** (or **-s'** with plural words) with periods of time:

- I've got **a week's** holiday starting on Monday.
- Jill has got **three weeks'** holiday.
- I live near the station – it's only about **ten minutes'** walk.

Compare this structure with 'a three-hour journey', 'a ten-minute walk' etc. (see Unit 79D).

EXERCISES

80.1 *Join the two (or three) nouns. Sometimes you have to use -'s or -s'; and sometimes you have to use ...of... .*

1 the owner / that car .. the owner of that car
2 the mother / Ann Ann's mother
3 the jacket / that man
4 the top / the page
5 the daughter / Charles
6 the cause / the problem
7 the newspaper / yesterday
8 the birthday / my father
9 the name / this street
10 the toys / the children
11 the new manager / the company
12 the result / the football match
13 the garden / our neighbours
14 the ground floor / the building
15 the children / Don and Mary
16 the economic policy / the government
17 the husband / Catherine
18 the husband / the woman talking to Mary
19 the car / the parents / Mike
20 the wedding / the friend / Helen

80.2 *What is another way of saying these things? Use -'s.*

1 a hat for a woman a woman's hat
2 a name for a boy
3 clothes for children
4 a school for girls
5 a nest for a bird
6 a magazine for women

80.3 *Read each sentence and write a new sentence beginning with the underlined words.*

1 The meeting tomorrow has been cancelled.
Tomorrow's meeting has been cancelled.
2 The storm last week caused a lot of damage.
Last
3 The only cinema in the town has closed down.
The
4 Exports from Britain to the United States have fallen recently.
5 Tourism is the main industry in the region.

80.4 *Use the information given to complete the sentences.*

1 If I leave my house at 9 o'clock and drive to London, I arrive at about 12.
So it's about three hours' drive to London from my house. (drive)
2 If I leave my house at 8.55 and walk to the station, I get there at 9 o'clock.
So it's only from my house to the station. (walk)
3 I'm going on holiday on the 12th. I have to be back at work on the 26th.
So I've got (holiday)
4 I went to sleep at 3 o'clock this morning and woke up an hour later. After that I couldn't sleep. So last night I only had (sleep)

UNIT 81

A friend **of mine** **My own** house **On my own / by myself**

A

A friend of mine / a friend of Tom's etc.

We say 'a friend of **mine/yours/his/hers/ours/theirs**' (*not* 'a friend of me/you/him' etc.)

- I'm going to a wedding on Saturday. **A friend of mine** is getting married. (*not* 'a friend of me')
- We went on holiday with **some friends of ours.** (*not* 'some friends of us')
- Michael had an argument with **a neighbour of his.**
- It was **a good idea of yours** to go swimming this afternoon.

In the same way we say 'a friend **of Tom's**', 'a friend **of my sister's**' etc.:

- It was **a good idea of Tom's** to go swimming.
- That woman over there is **a friend of my sister's.**

B

My own... / your own... etc.

We use **my/your/his/her/its/our/their** before **own:**

my own house **your own** car **her own** room

You cannot say 'an own...' ('an own house', 'an own car' etc.).

My own... / your own... (etc.) = something that is only mine/yours (etc.), not shared or borrowed:

- I don't want to share a room with anybody. I want **my own room.**
- Vera and George would like to have **their own house.** (*not* 'an own house')
- It's a pity that the flat hasn't got **its own entrance.**
- It's **my own fault** that I've got no money. I buy too many things I don't need.
- Why do you want to borrow my car? Why can't you use **your own?**(= your own car)

You can also use **...own...** to say that you do something yourself instead of somebody else doing it for you. For example:

- Brian usually cuts **his own hair.** (= he cuts it himself; he doesn't go to the hairdresser)
- I'd like to have a garden so that I could grow **my own vegetables.** (= grow them myself instead of buying them from shops)

C

On my own / by myself

On my own and **by myself** both mean 'alone'. We say:

on	my / your his / her / its our / their	**own**	=	**by** myself / yourself (*singular*) himself / herself / itself ourselves / yourselves (*plural*) / themselves

- I like living **on my own / by myself.**
- Did you go on holiday **on your own / by yourself?**
- Jack was sitting **on his own / by himself** in a corner of the café.
- Learner drivers are not allowed to drive **on their own / by themselves.**

Myself/yourself etc. › UNIT 82

EXERCISES

81.1 *Write new sentences using the structure in Section A (***a friend of mine** *etc.).*

1 I am writing to one of my friends. I'm writing to a friend of mine.
2 We met one of your relations. We met a
3 Henry borrowed one of my books. Henry
4 Ann invited some of her friends to her flat. Ann
5 We had dinner with one of our neighbours.
6 I went on holiday with two of my friends.
7 Is that man one of your friends?
8 I met one of Jane's friends at the party.

81.2 *Complete the sentences using* **my own / your own** *etc. + one of the following:*
business ideas money private jet parliament ~~room~~ television

1 I don't want to share a room. I want my own room.
2 I don't watch television with the rest of the family. I've got in my room.
3 Sue doesn't need to borrow from me. She's got
4 Julia is fed up with working for other people. She wants to start
5 Henry is extremely rich. He's got
6 You can give him advice but he won't listen. He's got
7 The Isle of Man is an island off the coast of Britain. It is not completely independent but it has

81.3 *Complete the sentences using* **my own / your own** *etc.*

1 Why do you want to borrow my car? Why can't you use your own car?
2 How can you blame me? It's not my fault. It's
3 He's always using my ideas. Why can't he use ?
4 Please don't worry about my problems. You've got
5 I can't make her decisions for her. She must make

81.4 *Complete the sentences using* **my own / your own** *etc. Choose one of these verbs:*
bake ~~cut~~ make write

1 Brian never goes to the hairdresser. He usually cuts his own hair.
2 Mary doesn't often buy clothes. She usually
3 Paul is a singer. He sings songs written by other people but he also
4 We don't often buy bread from a bakery. We

81.5 *Complete the sentences using* **on my own / by myself** *etc.*

1 Did you go on holiday on your own?
2 I'm glad I live with other people. I wouldn't like to live on
3 The box was too heavy for me to lift by
4 'Who was Tom with when you saw him?' 'Nobody. He was by .'
5 Very young children should not go swimming by
6 I don't think she knows many people. When I see her, she is always by
7 I don't like strawberries with cream. I like them on
8 Do you like working with other people or do you prefer working by ?
9 We had no help decorating the flat. We did it completely on
10 I went out with Sally because she didn't want to go out on

UNIT 82

Myself/yourself/themselves etc.

Study this example:

George cut **himself** when he was shaving this morning.

We use **myself/yourself/himself** etc. *(reflexive pronouns)* when the *subject* and *object* are the same:

subject → George cut himself. ← *object*

The reflexive pronouns are:

singular:	myself	yourself *(one person)*	himself/herself/itself
plural:	ourselves	yourselves *(more than one person)*	themselves

- I don't want you to pay for me. **I'll** pay for **myself.** (*not* 'I'll pay for me')
- Julia had a great holiday. **She** enjoyed **herself** very much.
- Do **you** sometimes talk to **yourself?** *(said to one person)*
- If **you** want more to eat, help **yourselves.** *(said to more than one person)*

Compare:

- It's not our fault. You can't blame **us.**
- It's our own fault. We blame **ourselves.**

Note that we do *not* use **myself/yourself** etc. after **'bring/take something with...'**:

- It might rain. I'll take an umbrella **with me.** (*not* 'with myself')

We do *not* use **myself** etc. after **concentrate/feel/relax/meet:**

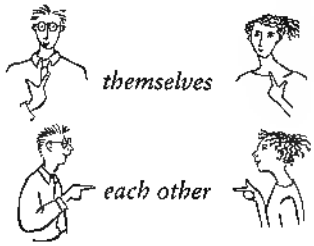
- You must try and **concentrate.** (*not* 'concentrate yourself')
- 'Do you **feel** nervous?' 'Yes, I can't **relax.**'
- What time shall we **meet?** (*not* 'meet ourselves', *not* 'meet us')

We normally use **wash/shave/dress** *without* **myself** etc.:

- He got up, **washed, shaved** and **dressed.** (*not* 'washed himself' etc.)

But we say **'I dried myself'.**

Study the difference between **-selves** and **each other:**



- Tom and Ann stood in front of the mirror and looked at **themselves.** (= *Tom and Ann* looked at *Tom and Ann*)

but

- Tom looked at Ann; Ann looked at Tom. They looked at **each other.**

You can use **one another** instead of **each other:**

- How long have you and Bill known **one another?** (*or* ...known **each other**)
- Sue and Ann don't like **each other** (*or* ...don't like **one another**)

We also use **myself/yourself** etc. in another way. For example:

- 'Who repaired your bicycle for you?' 'Nobody. I repaired it **myself.**'

'I repaired it **myself**' = I repaired it, not anybody else. Here, **myself** is used to *emphasise* **I** (= it makes it stronger). Some more examples:

- I'm not going to do it for you. **You** can do it **yourself.** (= you, not me)
- **Let's** paint the house **ourselves.** It will be much cheaper.
- **The film itself** wasn't very good but I liked the music.
- I don't think Sue will get the job. **Sue herself** doesn't think she'll get it. (*or* **Sue** doesn't think she'll get it **herself.**)

Get (dressed/married etc.) → UNIT 43D By myself / by yourself etc. → UNIT 81C

EXERCISES

82.1 *Complete each sentence using* **myself/yourself** *etc. with one of these verbs (in the correct form):*
blame burn ~~cut~~ enjoy express hurt put

1 George cut himself while he was shaving this morning.
2 Bill fell down some steps but fortunately he didn't ..... badly.
3 It isn't her fault. She really shouldn't .....
4 Please try and understand how I feel. ..... in my position.
5 They had a great time. They really .....
6 Be careful! That pan is very hot. Don't .....
7 Sometimes I can't say exactly what I mean. I wish I could ..... better.

82.2 *Put in* **myself/yourself/ourselves** *etc. or* **me/you/us** *etc.*

1 Julia had a great holiday. She enjoyed .. herself.
2 It's not my fault. You can't blame .....
3 What I did was very wrong. I'm ashamed of .....
4 We've got a problem. I hope you can help .....
5 'Can I take another biscuit?' 'Of course. Help .....!'
6 Take some money with ..... in case you need it.
7 Don't worry about Tom and me. We can look after .....
8 I gave them a key to our house so that they could let ..... in.
9 When they come to visit us, they always bring their dog with .....

82.3 *Complete these sentences. Use* **myself/yourself** *etc. only where necessary. Use one of these verbs (in the correct form):* **concentrate defend dry feel meet relax ~~shave~~ wash**

1 Martin decided to grow a beard because he was fed up with shaving.
2 I wasn't very well yesterday but I ..... much better today.
3 She climbed out of the swimming pool and ..... with a towel.
4 I tried to study but I just couldn't .....
5 If somebody attacks you, you need to be able to .....
6 I'm going out with Chris this evening. We're ..... at the station at 7.30.
7 You're always rushing around. Why don't you sit down and .....?
8 There was no water, so we couldn't .....

82.4 *Complete the sentences with* **-selves** *or* **each other.**

1 How long have you and Bill known each other?
2 If people work too hard, they can make ..... ill.
3 I need you and you need me. We need .....
4 In Britain friends often give ..... presents at Christmas.
5 Some people are very selfish. They only think of .....
6 Nora and I don't see ..... very often these days.
7 We couldn't get back into the house. We had locked ..... out.
8 They've had an argument. They're not speaking to ..... at the moment.
9 We'd never met before, so we introduced ..... to .....

82.5 *Complete the answers to the questions using* **myself/yourself/itself** *etc.*

1	Who repaired the bicycle for you?	Nobody. I repaired it myself.
2	Did Brian have his hair cut by a hairdresser?	No, he cut .....
3	Do you want me to post that letter for you?	No, I'll .....
4	Who told you that Linda was getting married?	Linda .....
5	Can you phone John for me?	Why can't you .....?

UNIT 83

There... and it...

A

There and it

We use **there...** when we talk about something for the first time, to say that it exists:

- **There's** a new restaurant in King Street. (*not* 'A new restaurant is in King Street')
- The journey took a long time. **There was** a lot of traffic. (*not* 'It was a lot of traffic')
- Things are much more expensive now. **There has been** a big rise in the cost of living.

It = a particular thing, place, fact, situation etc. (but see also Section C):

- We went to the new restaurant. **It's** very good. (**it** = the restaurant)
- 'Was the traffic bad?' 'Yes, **it was** terrible.' (**it** = the traffic)
- I wasn't expecting them to come. **It** (= that they came) was a complete surprise.

Compare:

- I don't like this town. **There's** nothing to do here. **It's** a boring place.

Note that **there** also means 'to/at/in that place':

- The new restaurant is very good. I went **there** (= to the restaurant) last night.
- When we arrived at the party, there were already a lot of people **there** (= at the party).

B

You can say **there will be, there must be, there used to be** etc.

- **Will there be** many people at the party?
- '**Is there** a flight to Paris this evening?' '**There might be.** I'll phone the airport.'
- If people drove more carefully, **there wouldn't be** so many accidents.

Also: **there must have been, there should have been** etc.:

- **There was** a light on. **There must have been** somebody at home.

Compare **there** and **it**:

- They live on a busy road. **There must be** a lot of noise from the traffic.
  They live on a busy main road. **It must be** very noisy.
- **There used to be** a cinema in King Street but it closed a few years ago.
  That building is now a supermarket. **It used to be** a cinema.

You can also say **there is sure/certain/likely to be** something (see also Unit 64E):

- **There is sure to be** a flight to Paris this evening.

C

We use **it** in sentences like this:

- **It's dangerous to walk in the road.** (**It** = to walk in the road)

It is unusual to say 'To walk in the road is dangerous.' Normally we begin with **It...**:

- **It** didn't take us long **to get here.** (**It** = to get here)
- **It's a pity (that) Sandra can't come to the party.** (It = that Sandra can't come)
- Let's go. **It's** not worth **waiting any longer.** (**It** = waiting any longer)

We use **it** to talk about distance, time and weather:

- **It's** a long way from here to the airport.
- How far is **it** to the airport?
- What day is **it** today?
- **It's** a long time since I last saw you.
- **It's** going to be a nice day.
- **It** was windy. (*but* 'There was a cold wind.')

It's worth, It's no use There's no point → UNIT 62A **There is + -ing, -ed** → UNIT 96D

EXERCISES

83.1 *Put in* there is/was *or* it is/was. *Some sentences are questions* (is there...? / is it...? *etc.*) *and some are negative* (isn't/wasn't).

1 The journey took a long time. There was a lot of traffic.
2 What's the new restaurant like? Is it good?
3 '_____ a bookshop near here?' 'Yes, _____ one in Hill Street.'
4 When we got to the cinema, _____ a queue outside. _____ a very long queue, so we decided not to wait.
5 I couldn't see anything. _____ completely dark.
6 _____ trouble at the club last night. They had to call the police.
7 How far _____ from Milan to Rome?
8 _____ Keith's birthday yesterday. We had a party.
9 _____ three years since I last went to the theatre.
10 I wanted to visit the museum but _____ enough time.
11 '_____ time to go?' 'Yes, _____ nearly midnight.'
12 A few days ago _____ a storm. _____ a lot of damage.
13 _____ a beautiful day yesterday. We had a picnic.
14 _____ anything on television, so I turned it off.
15 _____ an accident in King Street but _____ very serious.

83.2 *Read the first sentence and then write a sentence beginning* There... .

1 The roads were busy today. There was a lot of traffic.
2 This soup is very salty. There _____ in the soup.
3 The box was empty. _____ in the box.
4 The film was very violent. _____
5 The shops were very crowded. _____
6 I like this town – it's lively. _____

83.3 *Complete the sentences. Use* there will be, there would be *etc. Choose from:*

will might ~~would~~ wouldn't should used to (be) going to

1 If people drove more carefully, there would be fewer accidents.
2 'Have we got any eggs?' 'I'm not sure. _____ some in the fridge.'
3 I think everything will be OK. I don't think _____ any problems.
4 Look at the sky. _____ a storm.
5 'Is there a school in the village?' 'Not now. _____ one but it closed.'
6 People drive too fast on this road. I think _____ a speed limit.
7 If people weren't aggressive, _____ any wars.

83.4 *Are these sentences right or wrong? Change* it *to* there *where necessary.*

1 They live on a busy road. It must be a lot of noise. WRONG: There must be...
2 Last winter it was very cold and it was a lot of snow. _____
3 I wish it was warmer. I hate cold weather. _____
4 It used to be a church here, but it was knocked down. _____
5 It's a long way from my house to the nearest shop. _____
6 Why was she so unfriendly? It must have been a reason. _____
7 I don't know who will win but it's sure to be a good match. _____
8 'Where can we park the car?' 'Don't worry. It's sure to be a car park somewhere.' _____
9 After the lecture it will be an opportunity to ask questions. _____
10 I like the place where I live but it would be nicer to live by the sea. _____
11 I was told that it would be somebody to meet me at the station but it wasn't anybody. _____

UNIT 84

Some and any

In general we use **some** (*also* **somebody/someone/something**) in positive sentences and **any** (*also* **anybody** etc.) in negative sentences (but see also Sections C and D):

some	any
• We bought **some** flowers.	• We didn't buy **any** flowers.
• He's busy. He's got **some** work to do.	• He's lazy. He **never** does **any** work.
• There's **somebody** at the door.	• There isn't **anybody** at the door.
• I'm hungry. I want **something** to eat.	• I'm not hungry. I don't want **anything** to eat.

We use **any** in the following sentences because the meaning is negative:

- She went out **without any** money. (She didn't take **any** money with her.)
- He refused to eat **anything**. (He didn't eat **anything**.)
- **Hardly anybody** passed the examination. (= almost nobody passed)

In most questions we use **any**:

- 'Have you got **any** luggage?' 'No, I haven't.'
- 'Has **anybody** seen my bag?' 'Yes, it's under the table.'

But we use **some** in questions when we expect the answer 'yes':

- What's wrong? Have you got **something** in your eye? (It seems that you have got something in your eye and I expect you to answer 'yes'.)

We use **some** in questions when we offer or ask for things:

- Would you like **something** to eat?
- Can I have **some** sugar, please?

We often use **any** after **if**:

- **If** there are **any** letters for me, can you send them on to this address?
- **If anyone** has any questions, I'll be pleased to answer them.
- Let me know **if** you need **anything**.

The following sentences have the idea of **if**:

- I'm sorry for **any** trouble I've caused. (= if I have caused any trouble)
- **Anyone** who wants to do the exam must give me their names today. (= if there is anyone)

We also use **any** with the meaning 'it doesn't matter which':

- You can catch **any** bus. They all go to the centre. (= it doesn't matter which bus you catch)
- 'Sing a song.' 'Which song shall I sing?' '**Any** song. I don't mind.' (= it doesn't matter which song)
- Come and see me **any** time you want.
- 'Let's go out somewhere.' 'Where shall we go?' '**Anywhere**. I don't mind.'
- We left the door unlocked. **Anybody** could have come in.

Compare **something** and **anything**:

- A: I'm hungry. I want **something** to eat.
  B: What would you like?
  A: I don't mind. **Anything**. (= something, but it doesn't matter what)

Somebody/someone/anybody/anyone are singular words:

- **Someone** is here to see you.

But we often use **they/them/their** after these words:

- **Someone** has forgotten **their** umbrella. (= his or her umbrella)
- If **anybody** wants to leave early, **they** can. (= he or she can)

Not any → UNIT 85 Some of. . / any of... → UNIT 87 Hardly any → UNIT 100C

EXERCISES

84.1 *Complete the sentences with* **some** *or* **any**.

1 We didn't buy any flowers.
2 This evening I'm going out with _____ friends of mine.
3 'Have you seen _____ good films recently?' 'No, I haven't been to the cinema for ages.'
4 I didn't have _____ money, so I had to borrow _____.
5 Can I have _____ milk in my coffee, please?
6 I was too tired to do _____ work.
7 You can cash these traveller's cheques at _____ bank.
8 Can you give me _____ information about places of interest in the town?
9 With the special tourist train ticket, you can travel on _____ train you like.
10 If there are _____ words you don't understand, use a dictionary.

84.2 *Complete the sentences with* **some-** *or* **any-** + **-body/-thing/-where**.

1 I was too surprised to say anything.
2 There's _____ at the door. Can you go and see who it is?
3 Does _____ mind if I open the window?
4 I wasn't feeling hungry, so I didn't eat _____.
5 You must be hungry. Would you like _____ to eat?
6 Quick, let's go! There's _____ coming and I don't want _____ to see us.
7 Sally was upset about _____ and refused to talk to _____.
8 This machine is very easy to use. _____ can learn to use it in a very short time.
9 There was hardly _____ on the beach. It was almost deserted.
10 'Do you live _____ near Jim?' 'No, he lives in another part of town.'
11 We slept in a park because we didn't have _____ to stay.
12 'Where shall we go on holiday?' 'Let's go _____ warm and sunny.'
13 They stay at home all the time. They never seem to go _____.
14 I'm going out now. If _____ phones while I'm out, can you tell them I'll be back at 11.30?
15 Why are you looking under the bed? Have you lost _____?
16 _____ who saw the accident should contact the police.
17 Sue is very secretive. She never tells _____. *(2 words)*

84.3 *Complete the sentences. Use* **any** (+ noun) *or* **anybody/anything/anywhere**.

1	Which bus do I have to catch?	Any bus. They all go to the centre.
2	Which day shall I come?	I don't mind. _____
3	What do you want to eat?	_____ I don't mind. Whatever you have.
4	Where shall I sit?	It's up to you. You can sit _____ you like.
5	What sort of job are you looking for?	_____ It doesn't matter.
6	What time shall I phone tomorrow?	_____ I'll be in all day.
7	Who shall I invite to the party?	I don't mind. _____ you like.
8	Which newspaper shall I buy?	_____ Whatever they have in the shop.

UNIT 85

No/none/any

No none nothing nobody/no one nowhere

You can use these negative words at the beginning of a sentence or alone:

- **No** cars are allowed in the city centre.
- **None** of this money is mine.
- 'What did you say?' '**Nothing.**'
- **Nobody** (*or* **No one**) came to visit me while I was in hospital.
- 'Where are you going?' '**Nowhere.** I'm staying here.'

You can also use these words after a verb, especially after **be** and **have**:

- The house is empty. There**'s nobody** living there.
- She **had no** difficulty finding a job.

No/nothing/nobody etc. = **not** + **any/anything/anybody** etc.:

- We haven**'t** got **any** money. (= We've got **no** money.)
- I didn**'t** say **anything.** (= I said **nothing.**)
- She didn't tell **anybody** about her plans. (= She told **nobody**...)
- The station isn**'t anywhere** near here. (= ...is **nowhere** near here)

When you use **no/nothing/nobody** etc., do *not* use a negative verb (**isn't, didn't, can't** etc.):

- I said **nothing.** (*not* 'I didn't say nothing')
- **Nobody** tells me anything. (*not* 'Nobody doesn't tell...')

We also use **any/anything/anybody** etc. (without 'not') to mean 'it doesn't matter which/what/who' (see Unit 84D). Compare **no-** and **any-**:

- 'What do you want to eat?' '**Nothing.** I'm not hungry.'
  I'm so hungry. I could eat **anything.** (= it doesn't matter what)
- The exam was extremely difficult. **Nobody** passed. (= everybody failed)
  The exam was very easy. **Anybody** could have passed. (= it doesn't matter who)

No and none

We use **no** + a noun. **No** = **not a** or **not any**:

- We had to walk home because there was **no bus.** (= there wasn't **a** bus)
- I can't talk to you now. I've got **no time.** (= I haven't got **any** time)
- There were **no** shops open. (= there weren't **any** shops open)

We use **none** alone (without a noun):

- 'How much money have you got?' '**None.**' (= no money)
- All the tickets have been sold. There are **none** left. (= no tickets left)

Or we use **none of...**:

none of these shops none of my money none of it/them/us/you

After **none of** + a *plural* word ('none of **the shops**', 'none of **them**' etc.) you can use a singular or a plural verb. A plural verb is more usual:

- **None of the shops were** (*or* **was**) open.

After **nobody/no one** you can use **they/them/their**:

- **Nobody** phoned, did **they**? (= did he or she)
- The party was a disaster. **Nobody** enjoyed **themselves.** (= himself or herself)
- **No one** in the class did **their** homework. (= his or her homework)

Some and any → UNIT 84 **Any bigger / no better etc.** → UNIT 105B

EXERCISES

85.1 *Answer these questions using* none/nobody/nothing/nowhere.

1 What did you do? — Nothing.
2 Who were you talking to?
3 Where are you going?
4 How much luggage have you got?
5 How many children have they got?
6 Who did you meet?
7 What did you buy?

Now write full sentences using any/anybody/anything/anywhere.

8 (1) I didn't do anything.
9 (2) I
10 (3)
11 (4)
12 (5)
13 (6)
14 (7)

85.2 *Complete these sentences with* no, none *or* any.

1 It was a public holiday, so there were no shops open.
2 I haven't got any money. Can you lend me some?
3 I couldn't make an omelette because there were eggs.
4 I couldn't make an omelette because there weren't eggs.
5 'How many eggs have we got?' ' . I'll go and buy some from the shop if you like.'
6 We took a few photographs but . of them were very good.
7 What a stupid thing to do! intelligent person would do such a thing.
8 I'll try and answer questions you ask me.
9 I couldn't answer of the questions they asked me.
10 We cancelled the party because of the people we invited were able to come.

85.3 *Complete these sentences with* no- *or* any- + -body/-thing/-where.

1 I don't want anything to drink. I'm not thirsty.
2 The bus was completely empty. There was . on it.
3 'Where did you go for your holidays?' ' . I stayed at home.'
4 I went to the shops but I didn't buy .
5 'What did you buy?' ' . I couldn't find . I wanted.'
6 The town was still the same when I returned years later. had changed.
7 Have you seen my watch? I've looked all over the house but I can't find it .
8 There was complete silence in the room. . said .

85.4 *Choose the right word.*

1 She didn't tell ~~nobody~~ / anybody about her plans. (anybody *is correct*)
2 The accident looked serious but fortunately nobody / anybody was injured.
3 I looked out of the window but I couldn't see nobody / anybody.
4 My job is very easy. Nobody / Anybody could do it.
5 'What's in that box?' 'Nothing / Anything. It's empty.'
6 The situation is uncertain. Nothing / Anything could happen.
7 I don't know nothing / anything about economics.

UNIT 86

Much, many, little, few, a lot, plenty

A

We use **much** and **little** with uncountable nouns:

much time **much** luck **little** energy **little** money

We use **many** and **few** with plural nouns:

many friends **many people** few cars few countries

B

We use **a lot of / lots of / plenty of** with uncountable and plural nouns:

a lot of luck	**lots of** time	**plenty of** money
a lot of friends	**lots of** people	**plenty of** ideas

Plenty = more than enough:

- There's no need to hurry. We've got **plenty of time**.
- I've had **plenty** to eat. I don't want any more.

C

We use **much/many** especially in negative sentences and questions. **A lot (of)** is also possible:

- We didn't spend **much** money. (*or* We didn't spend **a lot of** money.)
- Do you know **many** people? (*or* Do you know **a lot of** people?)
- I don't go out **much**. (*or* I don't go out **a lot**.)

In positive sentences **a lot (of)** is more usual. **Much** is unusual in positive sentences in spoken English:

- We spent **a lot of** money. (*not* 'We spent much money')
- He goes out **a lot**. (*not* 'He goes out much')

You can use **many** in positive sentences, but **a lot (of)** is more usual in spoken English:

- **A lot of** people (*or* **Many** people) drive too fast.

But note that we use **too much** and **so much** in positive sentences:

- We spent **too much** money.

D

Little and **few** (without 'a') are negative ideas (= not much / not many):

- We must be quick. There is **little** time. (= not much, not enough time)
- He isn't popular. He has **few** friends. (= not many, not enough friends)

You can say **very little** and **very few**:

- There is **very little** time.
- He has **very few** friends.

A little and **a few** are more positive. **A little** = some, a small amount:

- Let's go and have a drink. We've got **a little** time before the train leaves.
  (a little time = some time, enough time to have a drink)
- 'Do you speak English?' 'A **little**.' (so we can talk a bit)

A few = some, a small number:

- I enjoy my life here. I have **a few** friends and we meet quite often.
  (a few friends = not many but enough to have a good time)
- 'When did you last see Clare?' 'A **few** days ago.' (= some days ago)

Compare:

- He spoke **little** English, so it was difficult to communicate with him.
  He spoke **a little** English, so we were able to communicate with him.
- She's lucky. She has **few** problems. (= not many problems)
  Things are not going so well for her. She has **a few** problems. (= some problems)

Note that '**only a little**' and '**only a few**' have a negative meaning:

- We must be quick. We've **only** got **a little** time.
- The village was very small. There were **only a few** houses.

Countable and uncountable → UNIT 68–69 **Much (of), many (of)** → UNIT 87

EXERCISES

86.1 *In some of these sentences* **much** *is incorrect or unnatural. Change* **much** *to* **many** *or* **a lot (of)** *where necessary. Put 'RIGHT' if the sentence is correct.*

1 We didn't spend much money. RIGHT
2 Sue drinks much tea. a lot of tea
3 Jim always puts much salt on his food. _____
4 We'll have to hurry. We haven't got much time. _____
5 Did it cost much to repair the car? _____
6 It cost much to repair the car. _____
7 I don't know much people in this town. _____
8 I use the phone much at work. _____
9 They've got so much money they don't know what to do with it. _____

86.2 *Complete the sentences using* **plenty (of)** *+ one of the following:*

hotels **money** **room** ~~**time**~~ **to learn** **things to see**

1 There's no need to hurry. We've got plenty of time.
2 He's got no financial problems. He's got _____
3 Come and sit with us. There's _____
4 She knows a lot but she still has _____
5 It's an interesting town to visit. There _____
6 I'm sure we'll find somewhere to stay. _____

86.3 *Put in* **much, many, few** *or* **little.**

1 He isn't very popular. He has few friends.
2 Ann is very busy these days. She has _____ free time.
3 Did you take _____ photographs when you were on holiday?
4 I'm not very busy today. I haven't got _____ to do.
5 The museum was very crowded. There were too _____ people.
6 Most of the town is modern. There are _____ old buildings.
7 The weather has been very dry recently. We've had _____ rain.

86.4 *Some of these sentences need* **a**. *Put in* **a** *where necessary. Put 'RIGHT' if the sentence is already complete.*

1 She's lucky. She has <u>few problems</u>. RIGHT
2 Things are not going so well for her. She has <u>few problems</u>. a few problems
3 Can you lend me <u>few dollars</u>? _____
4 I can't give you a decision yet. I need <u>little time</u> to think.
5 There was <u>little traffic</u>, so the journey didn't take very long. _____
6 It was a surprise that he won the match. <u>Few people</u> expected him to win. _____
7 I don't know much Spanish – <u>only few words</u>. _____

86.5 *Put in* **little / a little / few / a few.**

1 We must be quick. We have little time.
2 Listen carefully. I'm going to give you _____ advice.
3 Do you mind if I ask you _____ questions?
4 This town is not a very interesting place to visit, so _____ tourists come here.
5 I don't think Jill would be a good teacher. She's got _____ patience.
6 'Would you like milk in your coffee?' 'Yes, please. _____.'
7 This is a very boring place to live. There's _____ to do.
8 'Have you ever been to Paris?' 'Yes, I've been there _____ times.'

UNIT 87

All / all of most / most of no / none of etc.

all	some	any	most	much/many	little/few

You can use the words in the box (and also **no**) with *a noun* (**some food / few books** etc.):

- **All cars** have wheels.
- **Some cars** can go faster than others.
- *(on a notice)* **NO CARS** (= no cars allowed)
- **Many people** drive too fast.
- I don't go out very often. I'm at home **most days.**

You cannot say 'all *of* cars', 'most *of* people' etc. (see also Section B):

- **Some people** are very unfriendly. (*not* 'some of people')

Note that we say **most** (*not* 'the most'):

- **Most tourists** don't visit this part of the town. (*not* 'the most tourists')

Some of... / most of... / none of... etc.

You can use the words in the box (also **none** and **half**) with **of**. You can say **some of** (the people), **most of** (my friends), **none of** (this money) etc.

We use **some of, most of** (etc.) + **the / this / that / these / those / my / his / Ann's**... etc.

So we say:

some of the people, **some of those** people (*but not* 'some of people')
most of my friends, **most of Ann's** friends (*but not* 'most of friends')
none of this money, **none of their** money (*but not* 'none of money')

For example:

- **Some of the** people I work with are very friendly.
- **None of this** money is mine.
- Have you read **any of these** books?
- I wasn't well yesterday. I spent **most of the** day in bed.

You don't need **of** after **all** or **half**. So you can say:

- **All my friends** live in London. *or* All **of** my friends...
- **Half this money** is mine. *or* Half **of** this money...

See also Section C.

Compare **all**... and **all** (**of**) **the**...:

- **All flowers** are beautiful. (= all flowers in general)
- **All** (of) **the flowers** in this garden are beautiful. (= a particular group of flowers)

You can use **all of / some of / none of** etc. + **it/us/you/them**:

- 'How many of these people do you know?' **'None of them.' / 'A few of them.'**
- Do **any of you** want to come to a party tonight?
- 'Do you like this music?' **'Some of it. Not all of it.'**

Before **it/us/you/them** you need **of** after **all** and **half** (**all of, half of**):

all of us (*not* 'all us') **half of them** (*not* 'half them')

You can use the words in the box (and also **none**) alone, *without* a noun:

- Some cars have four doors and **some** have two.
- A few of the shops were open but **most** (of them) were closed.
- Half (of) this money is mine, and **half** (of it) is yours. (*not* 'the half')

Some/any → UNIT 84 **No/none** → UNIT 85 **Much/many/little/few** → UNIT 86 **All** → UNITS 89, 109C
All of whom / most of which etc. → UNIT 95B

EXERCISES

87.1 *Put in* **of** *where necessary. Leave an empty space (–) if the sentence is already complete.*

1 All — cars have wheels.
2 None of this money is mine.
3 Some ____ people get angry very easily.
4 Some ____ the people I met at the party were very interesting.
5 I have lived in London most ____ my life.
6 Many ____ people watch too much TV.
7 Are any ____ those letters for me?
8 Most ____ days I get up before 7 o'clock.
9 Jim thinks that all ____ museums are boring.

87.2 *Choose from the list and complete the sentences. Use* **of** (some of / most of *etc.*) *where necessary.*

accidents ~~**cars**~~ **her friends** **the people I invited** **birds** **my dinner** **the houses**
the population ~~**these books**~~ **European countries** **her opinions** **my spare time**

1 I haven't read many of these books.
2 All cars have wheels.
3 I spend most ____ gardening.
4 It's a historic town. Many ____ are over 400 years old.
5 Many ____ are caused by bad driving.
6 When she got married, she kept it a secret. She didn't tell any ____
7 Not many people live in the north of the country. Most ____ live in the south.
8 Not all ____ can fly. For example, the penguin can't fly.
9 None ____ to the party could come, so I cancelled it.
10 Julia and I have very different ideas. I don't agree with many ____.
11 Sarah travels a lot. She has been to most ____
12 I had no appetite. I could only eat half ____.

87.3 *Complete the sentences using the words in brackets. Sometimes no other words are necessary. Sometimes you need* **the** *or* **of the**.

1 I wasn't well yesterday. I spent most of the day in bed. (most/day)
2 Some cars can go faster than others. (some/cars)
3 ____ drive too fast. (many/people)
4 ____ you took on holiday were very good. (some/photographs)
5 ____ learn more quickly than others. (some/people)
6 We've eaten ____ we bought. There's very little left. (most/food)
7 Have you spent ____ you borrowed? (all/money)
8 Peter can't stop talking. He talks ____ (all/time)
9 We had a lazy holiday. We spent ____ on the beach. (most/time)
10 George is easy to get on with. ____ like him. (most/people)
11 The exam was difficult. I could only answer ____ (half/questions)

87.4 *Complete the sentences. Use* **all/some/none + it/them/us** (**all of it / some of them** *etc.*).

1 These books are all Jane's. None of them belong to me.
2 'How many of these books have you read?' '____ Every one.'
3 We all got wet in the rain because ____ had an umbrella.
4 Some of this money is yours and ____ is mine.
5 I asked some people for directions but ____ were able to help me.
6 She made up the whole story from beginning to end. ____ was true.
7 Not all the tourists in the group were Spanish. ____ were French.
8 I watched most of the film but not ____

UNIT 88

Both / both of neither / neither of either / either of

We use **both/neither/either** for *two* things. You can use these words with a *noun* (**both books, neither book** etc.).
For example, you are talking about going out to eat this evening. There are two restaurants where you can go. You say:

- **Both restaurants** are very good. (*not* 'the both restaurants')
- **Neither restaurant** is expensive.
- We can go to **either restaurant.** I don't mind. (**either** = one or the other, it doesn't matter which one)

Both of... / neither of... / either of...

When you use **both/neither/either + of,** you always need **the... / these/those... / my/your/his/ Tom's...** (etc.). You cannot say 'both of restaurants'. You have to say 'both of **the** restaurants', 'both of **those** restaurants' etc.:

- **Both of these** restaurants are very good.
- **Neither of the** restaurants we went to was (*or* were) expensive.
- I haven't been to **either of those** restaurants. (= I haven't been to one or the other)

You don't need **of** after **both.** So you can say:

- **Both my parents** are from London. *or* Both of my parents...

You can use **both of / neither of / either of + us/you/them:**

- *(talking to two people)* Can **either of you** speak Spanish?
- I asked two people the way to the station but **neither of them** knew.

You must say 'both **of**' before **us/you/them** (**of** is necessary):

- **Both of us** were very tired. (*not* 'Both us were...')

After **neither of...** a singular or a plural verb is possible:

- Neither of the children **wants** (*or* **want**) to go to bed.

You can also use **both/neither/either** alone:

- I couldn't decide which of the two shirts to buy. I liked **both.** (*or* I liked **both** of them.)
- 'Is your friend British or American?' 'Neither. She's Australian.'
- 'Do you want tea or coffee?' 'Either. I don't mind.'

You can say:

both...and...:	• **Both** Ann **and** Tom were late. • I was **both** tired **and** hungry when I arrived home.
neither...nor...:	• **Neither** Liz **nor** Robin came to the party. • She said she would contact me but she **neither** wrote **nor** phoned.
either...or...:	• I'm not sure where he's from. He's **either** Spanish **or** Italian. • **Either** you apologise **or** I'll never speak to you again.

Compare **either/neither/both** (*two things*) and **any/none/all** (*more than two*):

• There are **two** good hotels in the town. You can stay at **either** of them. • We tried **two** hotels. **Neither** of them had any rooms. / **Both** of them were full.	• There are **many** good hotels in the town. You can stay at **any** of them. • We tried **a lot of** hotels. **None** of them had any rooms. / **All** of them were full.

Neither do I / I don't either → UNIT 50C Both of whom neither of which → UNIT 95B Both → UNIT 109C

EXERCISES

88.1 *Complete the sentences with* **both/neither/either.**

1 'Do you want tea or coffee?' ' Either. I really don't mind.'
2 'What day is it today – the 18th or the 19th?' '_____. It's the 20th.'
3 'There are two sandwiches here. Do you mind which I take?' 'No, take _____.'
4 A: Where did you go for your holidays – Scotland or Ireland?
B: We went to _____. A week in Scotland and a week in Ireland.
5 'When shall I phone you, morning or afternoon?' '_____. I'll be in all day.'
6 'Where's Kate? Is she at work or at home?' '_____. She's away on holiday.'

88.2 *Complete the sentences with* **both/neither/either.** *Use* **of** *where necessary.*

1 Both (of) my parents are from London.
2 To get to the town centre, you can go along the footpath by the river or you can go along the road. You can go _____ way.
3 I tried twice to phone George but _____ times he was out.
4 _____ Tom's parents is English. His father is Polish and his mother is Italian.
5 I saw an accident this morning. One car drove into the back of another. Fortunately _____ driver was injured but _____, cars were quite badly damaged.
6 I've got two sisters and a brother. My brother is working but _____ my sisters are still at school.

88.3 *Complete the sentences with* **both/neither/either of us/them.**

1 I asked two people the way to the station but neither of them could help me.
2 I was invited to two parties last week but I didn't go to _____.
3 There were two windows in the room. It was very warm, so I opened _____.
4 Sarah and I play tennis together regularly but _____ can play very well.
5 I tried two bookshops for the book I wanted but _____ had it.

88.4 *Write sentences with* **both...and... / neither...nor... / either...or...**

1 Tom was late. So was Ann. Both Tom and Ann were late.
2 She didn't write and she didn't phone. She neither wrote nor phoned.
3 Jim is on holiday and so is Carol. Both _____
4 George doesn't smoke and he doesn't drink. _____
5 Jim hasn't got a car. Carol hasn't got a car either. _____
6 It was a very boring film. It was very long too. The film _____
7 Is that man's name Richard? Or is it Robert? It's one of the two.
That man's name _____
8 I haven't got time to go on holiday. And I haven't got the money.
I've got _____
9 We can leave today or we can leave tomorrow – whichever you prefer.
We _____

88.5 *Complete the sentences with* **neither/either/none/any.**

1 We tried a lot of hotels but none of them had any rooms.
2 I took two books with me on holiday but I didn't read _____ of them.
3 I took five books with me on holiday but I didn't read _____ of them.
4 There are a few shops at the end of the street but _____ of them sell newspapers.
5 You can phone me at _____ time during the evening. I'm always at home.
6 I can meet you on the 6th or 7th. Would _____ of those days be convenient for you?
7 John and I couldn't get into the house because _____ of us had a key.
8 There were a few letters this morning but _____ of them were for me.

UNIT 89

All, every and whole

All and everybody/everyone

We do not normally use **all** to mean **everybody/everyone:**

- **Everybody** enjoyed the party. (*not* 'All enjoyed...')

But note that we say **all of us/you/them**, not 'everybody of...':

- **All of us** enjoyed the party. (*not* 'everybody of us')

All and everything

Sometimes you can use **all** or **everything:**

- I'll do **all I can** to help. *or* I'll do **everything I can** to help.

You can say 'all **I can**' / 'all **you need**' etc. but we do not normally use **all** *alone*:

- He thinks he knows **everything**. (*not* 'he knows all')
- Our holiday was a disaster. **Everything** went wrong. (*not* 'All went wrong')

We use **all** in the expression **all about:**

- They told us **all about** their holiday.

We also use **all** (*not* 'everything') to mean **the only thing(s):**

- **All** I've eaten today is a sandwich. (= the only thing I've eaten today)

Every/everybody/everyone/everything are *singular* words, so we use a *singular* verb:

- **Every seat** in the theatre **was** taken.
- **Everybody has** arrived. (*not* 'have arrived')

But we often use **they/them/their** after **everybody/everyone:**

- **Everybody** said **they** enjoyed **themselves.** (= he or she enjoyed himself or herself)

All and whole

Whole = complete, entire. Most often we use **whole** with *singular* nouns:

- Did you read **the whole book**? (= all the book, not just a part of it)
- She has lived **her whole life** in Scotland.

We normally use **the/my/her** etc. before **whole**. Compare **whole** and **all:**

the whole book / **all the** book **her whole** life / **all her** life

You can also use: **a whole...:**

- Jack was so hungry, he ate **a whole packet** of biscuits. (= a complete packet)

We do not normally use **whole** with *uncountable* nouns. We say:

- I've spent **all the money** you gave me. (*not* 'the whole money')

Every/all/whole with time words

We use **every** to say how often something happens. So we say **every day / every Monday / every ten minutes / every three weeks** etc.:

- When we were on holiday, we went to the beach **every day**. (*not* 'all days')
- The bus service is very good. There's a bus **every ten minutes.**
- Ann gets paid **every four weeks.**

All day / the whole day = the complete day from beginning to end:

- We spent **all day / the whole day** on the beach.
- He was very quiet. He didn't say a word **all evening / the whole evening.**

Note that we say **all day** (*not* 'all the day'), **all week** (*not* 'all the week') etc.

Compare **all the time** and **every time:**

- They never go out. They are at home **all the time.** (= always – *not* 'every time')
- **Every time** I see you, you look different. (= each time, on every occasion)

All/all of → UNIT 87 Each and every → UNIT 90 Every one → UNIT 90 All (word order) → UNIT 109C

EXERCISES

89.1 *Complete these sentences with* **all, everything** *or* **everybody/everyone.**

1 It was a good party. Everybody enjoyed it.
2 All I've eaten today is a sandwich.
3 _____ has got their faults. Nobody is perfect.
4 Nothing has changed. _____ is the same as it was.
5 Margaret told me _____ about her new job. It sounds quite interesting.
6 Can _____ write their names on a piece of paper, please?
7 Why are you always thinking about money? Money isn't _____.
8 I didn't have much money with me. _____ I had was ten pounds.
9 When the fire alarm rang, _____ left the building immediately.
10 She didn't say where she was going. _____ she said was that she was going away.
11 We have completely different opinions. I disagree with _____ she says.
12 We all did well in the examination. _____ in our class passed.
13 We all did well in the examination. _____ of us passed.
14 Why are you so lazy? Why do you expect me to do _____ for you?

89.2 *Write sentences with* **whole.**

1 I read the book from beginning to end. I read the whole book.
2 Everyone in the team played well. The _____
3 Paul opened a box of chocolates. When he finished eating, there were no chocolates left in the box. He ate _____
4 The police came to the house. They were looking for something. They searched everywhere, every room. They _____
5 Ann worked from early in the morning until late in the evening.
_____
6 Everyone in Dave and Judy's family plays tennis. Dave and Judy play, and so do all their children. The _____
7 Jack and Jill went on holiday to the seaside for a week. It rained from the beginning of the week to the end. It _____

Now write sentences 5 and 7 again using **all** *instead of* **whole.**

8 (5) Ann _____
9 (7) _____

89.3 *Complete these sentences using* **every** *with one of the following:*

five minutes ~~**ten minutes**~~ **four hours** **six months** **four years**

1 The bus service is very good. There's a bus every ten minutes.
2 Tom is ill. He has some medicine. He has to take it _____.
3 The Olympic Games take place _____.
4 We live near a busy airport. A plane flies over our house _____.
5 It's a good idea to have a check-up with the dentist _____.

89.4 *Which is the correct alternative?*

1 I've spent ~~the whole money~~ / all the money you gave me. (all the money *is correct*)
2 Sue works every day / all days except Sunday.
3 I'm tired. I've been working hard all the day / all day.
4 It was a terrible fire. Whole building / The whole building was destroyed.
5 I've been trying to phone her all day but every time / all the time I phone her the line is engaged.
6 I don't like the weather here. It rains every time / all the time.
7 When I was on holiday, all my luggage / my whole luggage was stolen.

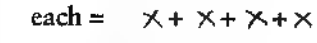
UNIT 90

Each and every

Each and every are similar in meaning. Often it is possible to use each or every:

- Each time (*or* Every time) I see you, you look different.
- There's a telephone in each room (*or* every room) of the house.

But each and every are not exactly the same. Study the difference:

We use **each** when we think of things separately, one by one.	We use **every** when we think of things as a group. The meaning is similar to **all**.
• Study each sentence carefully. (= study the sentences one by one)	• Every sentence must have a verb. (= all sentences in general)
each = 	every =
Each is more usual for a small number:	Every is more usual for a large number:
• There were four books on the table. Each book was a different colour.	• Carol loves reading. She has read every book in the library. (= all the books)
• *(in a card game)* At the beginning of the game, each player has three cards.	• I would like to visit every country in the world. (= all the countries)

Each (but not every) can be used for two things:

- In a football match, **each team** has 11 players. (*not* 'every team')

We use every (not each) to say how often something happens:

- 'How often do you go shopping?' 'Every day.' (*not* 'each day')
- There's a bus **every ten minutes**. (*not* 'each ten minutes')

B

Compare the structures we use with each and every:

You can use **each** with a noun: **each book** **each student**	You can use **every** with a noun: **every book** **every student**
You can use each alone (without a noun):	You can say **every one** (but not every alone):
• None of the rooms was the same. Each was different. (= each room)	• 'Have you read all these books?' 'Yes, every one.'
Or you can use **each one**:	
• Each one was different.	
You can say **each of** (the.../these... etc.):	You can say **every one of...** (but not 'every of...')
• Read each of these sentences carefully.	• I've read every one of those books. (*not* 'every of those books')
• Each of the books is a different colour.	
Also **each of us/you/them**:	
• Each of them is a different colour.	• I've read every one of them.

C

You can also use **each** in the middle or at the end of a sentence. For example:

- The students were each given a book. (= Each student was given a book.)
- These oranges cost 25 pence each.

D

Everyone and **every one**

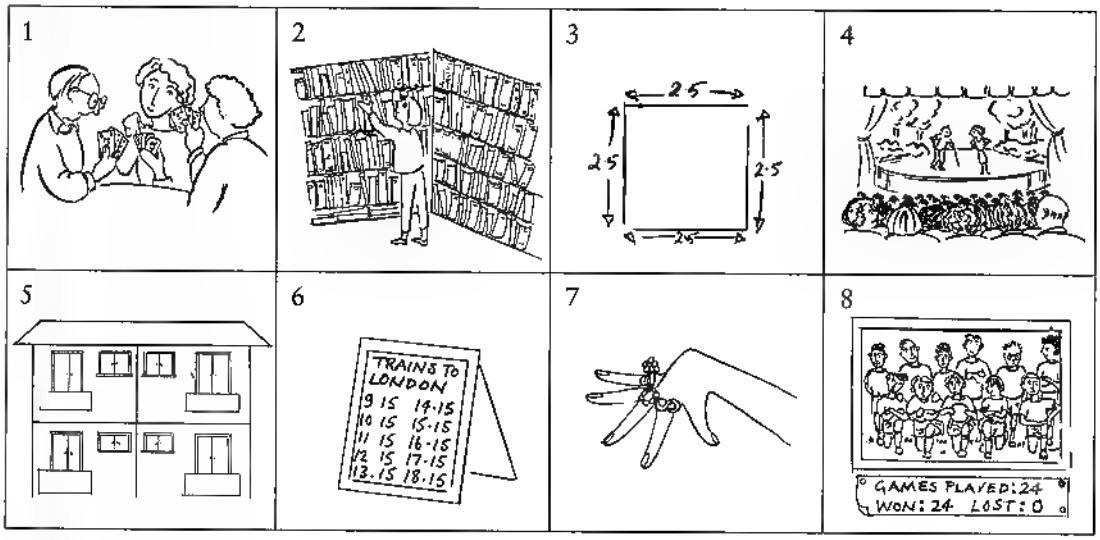
Everyone (one word) is only for people (= 'everybody'). **Every one** (two words) is for things or people, and is similar to **each one** (see Section B):

- Everyone enjoyed the party. (= Everybody...)
- He is invited to lots of parties and he goes to every one. (= to every party)

Each other → UNIT 82C All and every → UNIT 89

EXERCISES

90.1 *Look at the pictures and complete the sentences with* each *or* every.



1 Each player has three cards.
2 Carol has read every book in the library.
3 ____ side of a square is the same length.
4 ____ seat in the theatre was taken.
5 ____ apartment has a balcony.
6 There's a train to London ____ hour.
7 She was wearing four rings – one on ____ finger.
8 Our football team has been very successful. We've won ____ game this season.

90.2 *Put in* each *or* every.

1 There were four books on the table. Each book was a different colour.
2 The Olympic Games are held every four years.
3 ____ parent worries about their children.
4 In a game of tennis there are two or four players. ____ player has a racket.
5 Nicola plays volleyball ____ Thursday evening.
6 I understood most of what they said but not ____ word.
7 The book is divided into five parts and ____ of these has three sections.
8 I get paid ____ four weeks.
9 We had a great weekend. I enjoyed ____ minute of it.
10 I tried to phone her two or three times, but ____ time there was no reply.
11 Car seat belts save lives. ____ driver should wear one.
12 (*from an examination paper*) Answer all five questions. Begin your answer to ____ question on a separate sheet of paper.

90.3 *Complete the sentences using* each.

1 The price of one of those oranges is 25 pence. Those oranges are 25 pence each.
2 I had ten pounds and so did Sonia. Sonia and I ____.
3 One of those postcards costs 40 pence. Those ____.
4 The hotel was expensive. I paid £40 and so did you. We ____.

90.4 *Put in* everyone *(one word) or* every one *(two words).*

1 He's invited to a lot of parties and he goes to every one.
2 As soon as ____ had arrived, we began the meeting.
3 I asked her lots of questions and she answered ____ correctly.
4 She's very popular. ____ likes her.
5 I dropped a tray of glasses. Unfortunately ____ broke.

91 Relative clauses (1) – clauses with **who/that/which**

Look at this example sentence:

The woman [who lives next door] is a doctor.
— *relative clause* —

A *clause* is a part of a sentence. A *relative clause* tells us which person or thing (or what kind of person or thing) the speaker means:

- The woman **who lives next door**... ('who lives next door' tells us which woman)
- People **who live in London**... ('who live in London' tells us what kind of people)

We use **who** in a relative clause when we are talking about *people* (not things). We use **who** instead of **he/she/they**:

the woman – she lives next door – is a doctor
→ The woman **who lives next door** is a doctor.

we know a lot of people – they live in London
→ We know a lot of people **who live in London**.

- An architect is someone **who designs buildings**.
- What was the name of the man **who lent you the money**?
- Anyone **who wants to do the exam** must enter before next Friday.

You can also use **that** (instead of **who**):

- The man **that lives next door** is very friendly.

But sometimes you must use **who** (*not* 'that') for people – see Unit 94.

When we are talking about *things*, we use **that** or **which** (*not* 'who') in a relative clause:

where is the cheese? – it was in the fridge
→ Where is the cheese { **that** / **which** } **was in the fridge?**

- I don't like stories **that have unhappy endings**. (*or* ...stories **which** have...)
- Barbara works for a company **that makes washing machines**. (*or* ...a company **which** makes...)
- The machine **that broke down** has now been repaired. (*or* The machine **which** broke down...)

That is more usual than **which**. But sometimes you must use **which** (*not* 'that') – see Unit 94.

You cannot use **what** in sentences like these:

- Everything **that happened** was my fault. (*not* 'Everything what happened...')

What = 'the thing(s) that':

- **What** happened was my fault. (= the thing that happened)

Remember that in relative clauses we use **who/that/which** *instead of* **he/she/they/it**. So we say:

- Do you know the woman **who** lives next door? (*not* '...the woman *she* lives next door')

EXERCISES

91.1 *In this exercise you have to explain what some words mean. Choose the right meaning from the box and then write a sentence with* **who**. *Use a dictionary if necessary.*

he/she	steals from a shop	he/she	buys something from a shop
	~~designs buildings~~		pays rent to live in a house or flat
	doesn't believe in God		breaks into a house to steal things
	is not brave		no longer works and gets money from the state

1 (an architect) An architect is someone who designs buildings.
2 (a burglar) A burglar is someone .....
3 (a customer) .....
4 (a shoplifter) .....
5 (a coward) .....
6 (an atheist) .....
7 (a pensioner) .....
8 (a tenant) .....

91.2 *Make one sentence from two. Use* **who/that/which**.

1 A girl was injured in the accident. She is now in hospital.
The girl who was injured in the accident is now in hospital.
2 A man answered the phone. He told me you were away.
The man .....
3 A waitress served us. She was very impolite and impatient.
The .....
4 A building was destroyed in the fire. It has now been rebuilt.
.....
5 Some people were arrested. They have now been released.
The .....
6 A bus goes to the airport. It runs every half hour.
.....

91.3 *Complete the sentences. Choose the most suitable ending from the box and make it into a relative clause.*

he invented the telephone	~~it makes washing machines~~
she runs away from home	it gives you the meaning of words
they are never on time	it won the race
they stole my car	it can support life
they were on the wall	it cannot be explained

1 Barbara works for a company that makes washing machines.
2 The book is about a girl .....
3 What was the name of the horse .....?
4 The police have caught the men .....
5 Alexander Bell was the man .....
6 What's happened to the pictures .....?
7 A mystery is something .....
8 A dictionary is a book .....
9 I don't like people .....
10 It seems that Earth is the only planet .....

UNIT 92

Relative clauses (2) – clauses with or without **who/that/which**

Look again at these example sentences from Unit 91:

- The woman [who] **lives next door** is a doctor. (*or* The woman **that** lives...)

  [The woman] lives next door. **who** (= the woman) is the *subject*

- Where is the cheese [that] **was in the fridge?** (*or* ...the cheese **which** was...)

  [The cheese] was in the fridge. **that** (= the cheese) is the *subject*

You must use **who/that/which** when it is the subject of the relative clause. You cannot say 'The woman lives next door is a doctor' or 'Where is the cheese was in the fridge?'

Sometimes **who/that/which** is the *object* of the verb. For example:

- The woman [who] **I wanted to see** was away on holiday.

  I wanted to see [the woman]. **who** (= the woman) is the *object*
  I is the *subject*

- Have you found the keys [that] **you lost?**

  You lost [the keys]. **that** (= the keys) is the *object.*
  you is the *subject*

When **who/that/which** is the object, you can leave it out. So you can say:

- **The woman I wanted to see** was away. *or* The woman **who I wanted to see**...
- Have you found **the keys you lost?** *or* ...the keys **that** you lost?
- **The dress Ann bought** doesn't fit her very well. *or* The dress that Ann bought...
- Is there **anything I can do?** *or* ...anything **that** I can do?

Note that we say:
the keys you lost (*not* 'the keys you lost *them*') **the dress Ann bought** (*not* 'bought *it*')

Notice the position of prepositions (**in/at/with** etc.) in relative clauses:

do you know the woman? – Tom is talking [to] her
→ Do you know the woman (**who/that**) **Tom is talking** [to] ?

the bed – I slept [in] it last night – wasn't very comfortable
→ The bed (**that/which**) **I slept** [in] **last night** wasn't very comfortable.

- Are these the keys (that/which) **you were looking for?**
- The woman (who/that) **he fell in love with** left him after a few weeks.
- The man (who/that) **I was sitting next to on the plane** talked all the time.

In all these examples, you can leave out **who/that/which.**
Note that we say:
the books you were looking for (*not* 'the books you were looking for *them*')

You cannot use **what** in sentences like these:

- Everything (that) **they said** was true. (*not* 'Everything what they said...')
- I gave her all the money (that) **I had.** (*not* '...all the money what I had')

What = the thing(s) that:

- Did you hear **what they said?** (= the things that they said)

EXERCISES

92.1 *In some of these sentences you don't need* **who** *or* **that**. *If you don't need these words, put them in brackets like this:* **(who) (that)**.

1 The woman **who** lives next door is a doctor. ('who' *is necessary in this sentence*)
2 Have you found the keys **(that)** you lost. (*in this sentence you don't need* 'that')
3 The people **who** we met at the party were very friendly.
4 The people **who** work in the office are very friendly.
5 The people **who** I talked to were very friendly.
6 What have you done with the money **that** I gave you?
7 What happened to the money **that** was on the table? Did you take it?
8 It was an awful film. It was the worst film **that** I've ever seen.
9 It was an awful experience. It was the worst thing **that** has ever happened to me.

92.2 *Complete these sentences with a relative clause. Use the sentences in the box to make your relative clauses.*

we hired a car	you're going to see a film	I invited some people to the party
Ann is wearing a dress	you had to do some work	Tom recommended a hotel to us
~~you lost some keys~~	we wanted to visit a museum	

1 Have you found the keys **you lost?**
2 I like the dress _____.
3 The museum _____ was shut when we got there.
4 What's the name of the film _____?
5 Some of the people _____ couldn't come.
6 Have you finished the work _____?
7 The car _____ broke down after a few miles.
8 We stayed at a hotel _____.

92.3 *Complete these sentences using a relative clause with a preposition.*

we went to a party last night	you can rely on George	we were invited to a wedding
I work with a number of people	I applied for a job	you told me about a hotel
~~you were looking for some keys~~	I saw you with a man	

1 Are these the keys **you were looking for?**
2 Unfortunately we couldn't go to the wedding _____
3 I enjoy my job. I like the people _____
4 What's the name of that hotel _____?
5 The party _____ wasn't very enjoyable.
6 I didn't get the job _____
7 George is a good person to know. He's somebody _____.
8 Who was that man _____ in the restaurant?

92.4 *Put in* **that** *or* **what**. *If the sentence is complete with or without* **that**, *write* **(that)** – *in brackets.*

1 I gave her all the money **(that)** I had.
2 They give their children everything _____ they want.
3 Tell me _____ you want and I'll try to get it for you.
4 Why do you blame me for everything _____ goes wrong?
5 I won't be able to do much but I'll do the best _____ I can.
6 I can only lend you ten pounds. It's all _____ I've got.
7 I don't agree with _____ you've just said.
8 I don't trust him. I don't believe anything _____ he says.

UNIT 93

Relative clauses (3) – **whose/whom/where**

A

Whose

We use **whose** in relative clauses instead of **his/her/their:**

we saw some people – [their] car had broken down

› We saw some people [**whose**] **car had broken down.**

We use **whose** mostly for people:

- A widow is a woman **whose husband is dead.** (**her** husband is dead)
- What's the name of the man **whose car you borrowed?** (you borrowed **his** car)
- A few days ago I met someone **whose brother I went to school with.** (I went to school with **his/her** brother)

Compare **who** and **whose:**

- I met a man **who** knows you. (*he* knows you)
- I met a man **whose sister** knows you. (*his sister* knows you)

B

Whom

Whom is possible instead of **who** when it is the *object* of the verb in the relative clause (like the sentences in Unit 92B):

- The woman **whom I wanted to see** was away on holiday. (I wanted to see **her**)

You can also use **whom** with a preposition (**to whom / from whom / with whom** etc.):

- The woman **with whom he fell in love** left him after a few weeks. (he fell in love **with her**)

But we do not often use **whom.** In spoken English we usually prefer **who** or **that,** or nothing (see Unit 92). So we usually say:

- The man **I saw...** *or* The man **who/that** I saw...
- The woman **he fell in love with...** *or* The woman **who/that** he fell in love with...

For **whom** see also Units 94–95.

C

Where

You can use **where** in a relative clause to talk about a place:

the hotel – we stayed [there] – wasn't very clean

› The hotel [**where**] **we stayed** wasn't very clean.

- I recently went back to **the town where I was born.** (*or* **...the town I was born in.** *or* ...the town **that** I was born in.)
- I would like to live in **a country where there is plenty of sunshine.**

D

We say: **the day / the year / the time** (etc.) { something happens *or* **that** something happens

- Do you still remember **the day (that) we first met?**
- **The last time (that) I saw her,** she looked very well.
- I haven't seen them since **the year (that) they got married.**

E

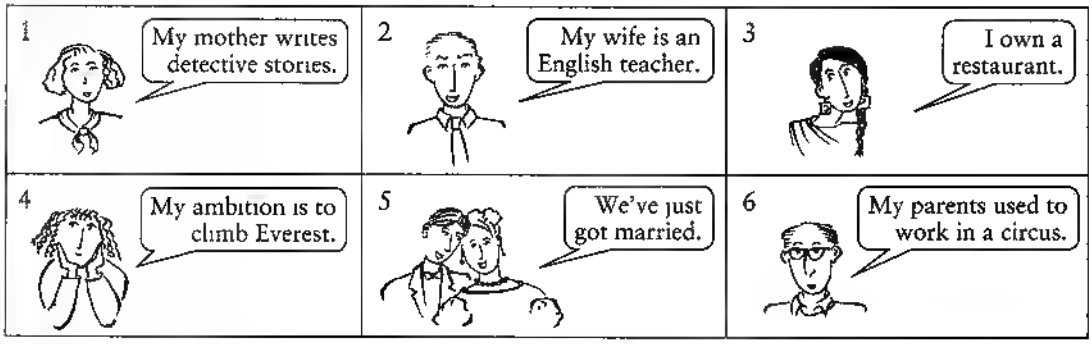
We say: **the reason** { something happens *or* **that/why** something happens

- **The reason I'm phoning you** is to invite you to a party.
  (*or* The reason **that** I'm phoning... / The reason **why** I'm phoning...)

Relative clauses (1) and (2) → UNITS 91–92 Relative clauses (4) and (5) → UNITS 94–95

EXERCISES

93.1 *You met these people at a party:*



Later you tell a friend about the people you met. Complete the sentences using **who...** *or* **whose...** .

1 I met somebody whose mother writes detective stories.
2 I met a man _____
3 I met a woman _____
4 I met somebody _____
5 I met a couple _____
6 I met somebody _____

93.2 *Complete the sentences. Use the sentences in the box to make relative clauses with* **where.**

I can buy some postcards there	~~I was born there~~
Ann bought a dress there	we can have a really good meal there
John is staying there	we had the car repaired there

1 I recently went back to the town where I was born.
2 Do you know a restaurant _____ ?
3 Is there a shop near here _____ ?
4 I can't remember the name of the garage _____
5 Do you know the name of the hotel _____ ?
6 Ann bought a dress which didn't fit her, so she took it back to the shop _____

93.3 *Complete each sentence using* **who/whom/whose/where.**

1 What's the name of the man whose car you borrowed?
2 A cemetery is a place _____ people are buried.
3 A pacifist is a person _____ believes that all wars are wrong.
4 An orphan is a child _____ parents are dead.
5 The place _____ we spent our holidays was really beautiful.
6 This school is only for children _____ first language is not English.
7 I don't know the name of the woman to _____ I spoke on the phone.

93.4 *Use your own ideas to complete these sentences. They are like the ones in Sections D and E.*

1 I'll always remember the day I first met you.
2 I'll never forget the time _____
3 The reason _____ was that I didn't know your address.
4 Unfortunately I wasn't at home the evening _____
5 The reason _____ is that they don't need one.
6 1989 was the year _____

UNIT 94

Relative clauses (4) – 'extra information' clauses (1)

A

There are two types of relative clause. In these examples, the relative clauses are underlined. Compare:

Type 1	*Type 2*
• The woman who lives next door is a doctor. • Barbara works for a company that makes washing machines. • We stayed at the hotel (that) Ann recommended to us.	• My brother Jim, who lives in London, is a doctor. • Colin told me about his new job, which he's enjoying very much. • We stayed at the Grand Hotel, which Ann recommended to us.
In these examples, the relative clause tells you *which* person or thing (or *what kind* of person or thing) the speaker means: 'The woman *who lives next door*' tells us *which* woman. 'A company *that makes washing machines*' tells us *what kind of* company. 'The hotel *(that) Ann recommended* tells us *which* hotel.	In these examples, the relative clauses do *not* tell you which person or thing the speaker means. We *already know* which thing or person is meant: 'My brother Jim', 'Colin's new job' and 'the Grand Hotel'. The relative clauses in these sentences give us *extra information* about the person or thing.
We do not use commas (,) with these clauses: • We know a lot of people who live in London. (*what kind* of people)	We use commas (,) in these clauses: • My brother Jim, who lives in London, is a doctor. (*extra information* about Jim)

B

In both types of relative clause we use **who** for people and **which** for things. But:

Type 1	*Type 2*
You can use **that**: • Do you know anyone **who/that** speaks French and Italian? • Barbara works for a company **which/that** makes washing machines.	You cannot use **that**: • John, **who** (*not* 'that') speaks French and Italian, works as a tourist guide. • Colin told me about his new job, **which** (*not* 'that') he's enjoying very much.
You can leave out **that/who/which** when it is the object (see Unit 92): • We stayed at the hotel (that/which) Ann recommended. • This morning I met somebody (that/who) I hadn't seen for ages. We do not often use **whom** in this type of clause (see Unit 93B).	You cannot leave out **who** or **which**: • We stayed at the Grand Hotel, **which** Ann recommended to us. You can use **whom** (when it is the object): • This morning I met Diane, **whom** (or **who**) I hadn't seen for ages.
In both types of relative clause you can use **whose** and **where**:	
• We met some people **whose** car had broken down. • What's the name of the place **where** you spent your holiday?	• Amy, **whose** car had broken down, was in a very bad mood. • Mrs Bond is going to spend a few weeks in Sweden, **where** her daughter lives.

Relative clauses (Type 1) → UNITS 91–93 Relative clauses (Type 2) → UNIT 95

EXERCISES

94.1 *Make one sentence from two. Use the sentence in brackets to make a relative clause (Type 2). Sometimes the clause goes in the middle of the sentence, sometimes at the end. You will need to use* **who(m)/whose/which/where.**

1 Ann is very friendly. (She lives next door.) Ann, who lives next door, is very friendly.
2 We stayed at the Grand Hotel. (Ann recommended it to us.)
We stayed at the Grand Hotel, which Ann recommended to us.
3 We went to Sandra's party. (We enjoyed it very much.)
We went to Sandra's party, ...
4 I went to see the doctor. (He told me to rest for a few days.)
.....
5 John is one of my closest friends. (I have known him for a very long time.)
John .....
6 Sheila is away from home a lot. (Her job involves a lot of travelling.)
.....
7 The new stadium will be opened next month. (It can hold 90,000 people.)
The .....
8 We often go to visit our friends in Bristol. (It is only 30 miles away.)
.....
9 Glasgow is the largest city in Scotland. (My brother lives there.)
.....

94.2 *Read the information and complete the sentences. Use a relative clause. Sometimes the clause tells us which thing or person (Type 1); sometimes it only gives us extra information (Type 2). Use commas where necessary.*

1 There's a woman living next door. She's a doctor.
The woman who lives next door is a doctor.
2 I've got a brother called Jim. He lives in London. He's a doctor.
My brother Jim , who lives in London, is a doctor.
3 There was a strike at the car factory. It lasted ten days. It is now over.
The strike at the car factory .....
4 I was looking for a book this morning. I've found it now.
I've found .....
5 London was once the largest city in the world, but the population is now falling.
The population of London .....
6 A job was advertised. A lot of people applied for it. Few of them had the necessary qualifications. Few of .....
7 Margaret has a son. She showed me a photograph of him. He's a policeman.
Margaret showed me .....

94.3 *In some of these sentences you can use* **which** *or* **that**; *in others, only* **which** *is possible. Cross out* **that** *if only* **which** *is possible. Also, put commas (,) where necessary.*

1 Jane works for a company ✓ which / ✓ that makes shoes. (*both possible, no commas*)
2 Colin told me about his new job , which / ~~that~~ he's enjoying very much. (*only* which *is possible; comma necessary*)
3 My office which / that is on the second floor of the building is very small.
4 The office which / that I'm using at the moment is very small.
5 She told me her address which / that I wrote down on a piece of paper.
6 There are some words which / that are very difficult to translate.
7 The sun which / that is one of millions of stars in the universe provides us with heat and light.

UNIT 95

Relative clauses (5) – 'extra information' clauses (2)

A

Prepositions + **whom/which**

In 'extra information' clauses (see Unit 94 – Type 2) you can use a preposition before **whom** (for people) and **which** (for things). So you can say:

to whom / with whom / about which / for which etc.:

- Mr Carter, **to whom** I spoke on the phone last night, is very interested in our plan.
- Fortunately we had a map, **without which** we would have got lost.

In spoken English we often keep the preposition after the verb in the relative clause. When we do this, we normally use **who** (*not* 'whom') for people:

- This is Mr Carter, **who** I was telling you **about**.
- Yesterday we visited the City Museum, **which** I'd never been to before.

B

All of / most of etc. + whom/which

Study these examples:

	Mary has three brothers. All of them are married. *(2 sentences)*
›	Mary has three brothers, **all of whom** are married. *(1 sentence)*
	They asked me a lot of questions. I couldn't answer most of them. *(2 sentences)*
→	They asked me a lot of questions, **most of which** I couldn't answer. *(1 sentence)*

In the same way you can say:

none of / neither of / any of / either of
some of / many of / much of / (a) few of
both of / half of / each of / one of / two of (etc.)
} + **whom** (people) + **which** (things)

- Tom tried on three jackets, **none of which** fitted him.
- Two men, **neither of whom** I had ever seen before, came into my office.
- They've got three cars, **two of which** they never use.
- Sue has a lot of friends, **many of whom** she was at school with.

C

Which (*not* 'what')

Study this example:

Jim passed his driving test. [This] surprised everybody. *(2 sentences)*

Jim passed his driving test, [which] surprised everybody. *(1 sentence)*
relative clause

In this example, **which** = 'the fact that he passed his driving test'. You must use **which** (*not* 'what') in sentences like these:

- Sheila couldn't come to the party, **which** was a pity. (*not* '...what was a pity')
- The weather was very good, **which** we hadn't expected. (*not* '...what we hadn't expected')

For **what**, see also Units 91C and 92D.

EXERCISES

95.1 *Make two sentences from one using a relative clause. Use the sentence in brackets to make the relative clause.*

1 Mr Carter is very interested in our plan. (I spoke to him on the phone last night.)
Mr Carter, to whom I spoke on the phone last night, is very interested in our plan.

2 This is a photograph of our friends. (We went on holiday with these friends.)
This is a photograph .....

3 The wedding took place last Friday. (Only members of the family were invited to it.)
The wedding .....

4 Sheila finally arrived. (We had been waiting for her.)
.....

5 We climbed to the top of the tower. (We had a beautiful view from there.)
.....

95.2 *Write sentences with* **all of / most of** *etc.* **+ whom/which.**

1 Mary has three brothers. (All of her brothers are married.)
Mary has three brothers, all of whom are married.

2 We were given a lot of information. (Most of the information was useless.)
We were given .....

3 There were a lot of people at the party. (I had met only a few of these people before.)
.....

4 I have sent her two letters. (She has received neither of these letters.)
.....

5 Ten people applied for the job. (None of these people were suitable.)
.....

6 Kate has got two cars. (She hardly ever uses one of them.)
.....

7 Norman won £50,000. (He gave half of this to his parents.)
.....

8 Julia has two sisters. (Both of her sisters are teachers.)
.....

95.3 *Join a sentence from Box A with a sentence from Box B to make a new sentence. Use* **which.**

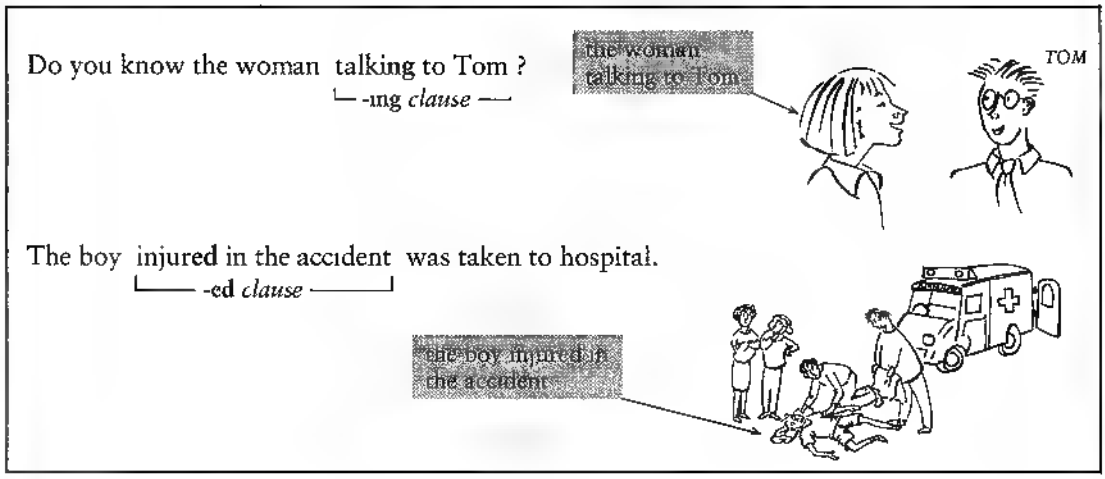
A	B
1 ~~Sheila couldn't come to the party.~~	This was very nice of her.
2 Jill isn't on the phone.	This means we can't go away tomorrow.
3 Neil has passed his examinations.	This makes it difficult to contact her.
4 Our flight was delayed.	This makes it difficult to sleep.
5 Ann offered to let me stay in her house.	~~This was a pity.~~
6 The street I live in is very noisy at night.	This is good news.
7 Our car has broken down.	This meant we had to wait four hours at the airport.

1 Sheila couldn't come to the party, which was a pity.
2 Jill isn't .....
3 .....
4 .....
5 .....
6 .....
7 .....

UNIT 96

-ing and -ed clauses (the woman **talking to Tom**, the boy **injured in the accident**)

A *clause* is a part of a sentence. Some clauses begin with **-ing** or **-ed**. For example:



We use **-ing** clauses to say what somebody (or something) is doing (or was doing) at a particular time:

- Do you know the woman **talking to Tom**? (the woman **is talking to Tom**)
- Police **investigating the crime** are looking for three men. (police **are investigating** the crime)
- Who were those people **waiting outside**? (they **were waiting**)
- I was woken up by a bell **ringing**. (a bell **was ringing**)

When you are talking about *things* (and sometimes people), you can use an **-ing** clause to say what something does all the time, not just at a particular time. For example:

- The road **joining the two villages** is very narrow. (the road **joins** the two villages)
- I live in a pleasant room **overlooking the garden**. (the room **overlooks** the garden)
- Can you think of the name of a flower **beginning with 'T'**? (the name **begins** with 'T')

-ed clauses have a *passive* meaning:

- The boy **injured in the accident** was taken to hospital. (the boy **was injured** in the accident)
- Some of the people **invited to the party** can't come. (the people **have been invited** to the party)

Injured and **invited** are *past participles*. Many verbs have past participles that do *not* end in **-ed** (**made**, **bought**, **stolen** etc.):

- Most of the goods **made in this factory** are exported. (the goods **are made**...)
- The police never found the money **stolen in the robbery**. (the money **was stolen**)

You can use **left** in this way, with the meaning 'not used, still there':

- We've spent nearly all our money. We've only got a little **left**.

For irregular past participles, see Appendix 1.

We often use **-ing** and **-ed** clauses after **there is / there was** etc.:

- **There were** some children **swimming** in the river.
- **Is there** anybody **waiting**?
- **There was** a big red car **parked** outside the house.

See/hear somebody doing something → UNIT 66 **-ing** clauses → UNIT 67 **There** (is) → UNIT 83

EXERCISES

96.1 *Make one sentence from two. Use the information in brackets to make an* **-ing** *clause. Sometimes the* **-ing** *clause goes in the middle of the new sentence; sometimes it goes at the end.*

1 I was woken up by a bell. (The bell was ringing.) I was woken up by a bell ringing.
2 I didn't talk much to the man. (The man was sitting next to me on the plane.)
3 The taxi broke down. (The taxi was taking us to the airport.)
The
4 At the end of the street there is a path. (The path leads to the river.)
5 A new factory has just opened in the town. (The factory employs 500 people.)
6 The company sent me a brochure. (The brochure contained all the information I needed.)

96.2 *Make one sentence from two, beginning as shown. Each time make an* **-ed** *clause.*

1 A boy was injured in the accident. He was taken to hospital.
The boy injured in the accident was taken to hospital.
2 A window was broken in the storm last night. It has now been repaired.
The window repaired.
3 A number of suggestions were made at the meeting. Most of them were not very practical.
Most of the suggestions
4 Some paintings were stolen from the museum. They haven't been found yet.
The
5 A man was arrested by the police. What was his name?
What was the name

96.3 *Complete the sentences using one of the following verbs in the correct form:*
blow call ~~invite~~ live offer read ~~ring~~ sit study work

1 I was woken up by a bell ringing.
2 A lot of the people invited to the party cannot come.
3 Life must be very unpleasant for people near busy airports.
4 A few days after the interview, I received a letter me the job.
5 Somebody Jack phoned while you were out.
6 There was a tree down in the storm last night.
7 When I entered the waiting room it was empty except for a young man by the window a magazine.
8 Ian has got a brother in a bank in London and a sister economics at university in Manchester.

96.4 *Use the words in brackets to make sentences using* **there is / there was** *etc.*

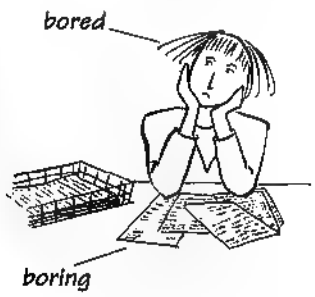
1 That house is empty. (nobody / live / in it) There's nobody living in it.
2 The accident wasn't serious. (nobody / injure) There was nobody injured.
3 I can hear footsteps. (somebody / come) There
4 The train was full. (a lot of people / travel)
5 We were the only guests at the hotel. (nobody else / stay there)
6 The piece of paper was blank. (nothing / write / on it)
7 There are regular English courses at the college. (a course / begin / next Monday)

UNIT 97

Adjectives ending in **-ing** and **-ed** (**boring/bored** etc.)

A

There are many adjectives ending in **-ing** and **-ed**. For example, **boring** and **bored**. Study this example situation:



Jane has been doing the same job for a very long time. Every day she does exactly the same thing again and again. She doesn't enjoy it any more and would like to do something different.

Jane's job is **boring**.

Jane is **bored** (with her job).

Somebody is **bored** if something (or somebody else) is **boring**. Or, if something is **boring**, it makes you **bored**. So:

- Jane is **bored** because her job is **boring**.
- Jane's job is **boring**, so Jane is **bored**. (*not* 'Jane is boring')

If a *person* is **boring**, this means that they make other people bored:

- George always talks about the same things. He's really **boring**.

B

Compare adjectives ending in **-ing** and **-ed**:

You can say:

- My job is { **boring.** / **interesting.** / **tiring.** / **satisfying.** / **depressing.** (etc.)

The **-ing** adjective tells you about the job.

You can say:

- I'm **bored** with my job.
- I'm not **interested** in my job any more.
- I'm always **tired** when I finish work.
- I'm not **satisfied** with my job.
- My job makes me **depressed.** (etc.)

The **-ed** adjective tells you how somebody feels (about the job).

Compare these examples:

interesting
- Julia thinks politics is very **interesting.**
- Did you meet anyone **interesting** at the party?

interested
- Julia is very **interested** in politics. (*not* 'interesting in politics')
- Are you **interested** in buying a car? I'm trying to sell mine.

surprising
- It was quite **surprising** that he passed the examination.

surprised
- Everybody was **surprised** that he passed the examination.

disappointing
- The film was **disappointing.** I expected it to be much better.

disappointed
- I was **disappointed** with the film. I expected it to be much better.

shocking
- The news was **shocking.**

shocked
- We were very **shocked** when we heard the news.

EXERCISES

97.1 *Complete the sentences for each situation. Use the word given + the ending* **-ing** *or* **-ed**.

1 The film wasn't as good as we had expected. (**disappoint-**)
   a The film was *disappointing*.
   b We were *disappointed* with the film.
2 Diana teaches young children. It's a very hard job but she enjoys it. (**exhaust-**)
   a She enjoys her job but it's often
   b At the end of a day's work, she is often
3 It's been raining all day. I hate this weather. (**depress-**)
   a This weather is
   b This weather makes me
   c It's silly to get because of the weather.
4 Clare is going to the United States next month. She has never been there before. (**excit-**)
   a It will be an experience for her.
   b Going to new places is always
   c She is really about going to the United States.

97.2 *Choose the correct word.*

1 I was ~~disappointing~~ / disappointed with the film. I had expected it to be better.
2 Are you interesting / interested in football?
3 The football match was quite exciting / excited. I enjoyed it.
4 It's sometimes embarrassing / embarrassed when you have to ask people for money.
5 Do you easily get embarrassing / embarrassed?
6 I had never expected to get the job. I was really amazing / amazed when I was offered it.
7 She has really learnt very fast. She has made astonishing / astonished progress.
8 I didn't find the situation funny. I was not amusing / amused.
9 It was a really terrifying / terrified experience. Afterwards everybody was very shocking / shocked.
10 Why do you always look so boring / bored? Is your life really so boring / bored?
11 He's one of the most boring / bored people I've ever met. He never stops talking and he never says anything interesting / interested.

97.3 *Complete the sentences using one of the words in the box.*

amusing / amused	confusing / confused	exhausting / exhausted
annoying / annoyed	disgusting / disgusted	interesting / interested
boring / bored	exciting / excited	surprising / surprised

1 He works very hard. It's not *surprising* that he's always tired.
2 I've got nothing to do. I'm
3 The teacher's explanation was . Most of the students didn't understand it.
4 The kitchen hadn't been cleaned for ages. It was really .
5 I seldom visit art galleries. I'm not particularly in art.
6 There's no need to get just because I'm a few minutes late.
7 The lecture was I fell asleep.
8 I asked Emily if she wanted to come out with us but she wasn't
9 I've been working very hard all day and now I'm
10 I'm starting a new job next week. I'm quite about it.
11 Tom is very good at telling funny stories. He can be very .
12 Liz is a very person. She knows a lot, she's travelled a lot and she's done lots of different things.

UNIT 98

Adjectives: word order (a **nice new** house)
Adjectives after verbs (You **look tired**)

Sometimes we use two or more adjectives together:

- My brother lives in a **nice new** house.
- In the kitchen there was a **beautiful large round wooden** table.

Adjectives like **new/large/round/wooden** are *fact* adjectives. They give us factual information about age, size, colour etc.

Adjectives like **nice/beautiful** are *opinion* adjectives. They tell us what somebody thinks of something or somebody.

Opinion adjectives usually go before *fact* adjectives.

	opinion	*fact*	
a	**nice**	**long**	summer holiday
an	**interesting**	young	man
	delicious	**hot**	vegetable soup
a	**beautiful**	**large round wooden**	table

Sometimes we use two or more *fact* adjectives. Very often (but not always) we put *fact* adjectives in this order:

1		2		3		4		5		
how big?	→	how old?	→	what colour?	→	where from?	→	what is it made of?	⟶	NOUN

a **tall young** man (1 → 2)
big blue eyes (1 → 3)
a **small black plastic** bag (1 → 3 → 5)
a **large wooden** table (1 → 5)
an **old Russian** song (2 → 4)
an **old white cotton** shirt (2 → 3 → 5)

Adjectives of size and length (**big/small/tall/short/long** etc.) usually go before adjectives of shape and width (**round/fat/thin/slim/wide** etc.):

a **large round** table a **tall thin** girl a **long narrow** street

When there are two colour adjectives, we use **and**:

a black **and** white dress a red, white **and** green flag

but a **long black** dress (*not* 'a long and black dress')

We say 'the **first two** days', 'the **next few** weeks' , 'the **last ten** minutes' etc.:

- I didn't enjoy the **first two** days of the course. (*not* 'the two first days')
- They'll be away for the **next few** weeks. (*not* 'the few next weeks')

We use adjectives after **be/get/become/seem**:

- **Be careful!**
- I'm **tired** and I'm **getting hungry**.
- As the film went on, it **became** more and more **boring**.
- Your friend **seems** very **nice**.

We also use adjectives to say how somebody/something looks, feels, sounds, tastes or smells:

- You **look** tired. / I feel tired. / She **sounds** tired.
- The dinner **smells good**.
- This tea **tastes** a bit **strange**.

But to say how somebody does something you must use an *adverb* (see Units 99–100):

- Drive **carefully**! (*not* 'Drive careful')
- Susan plays the piano very **well**. (*not* 'plays...very good')

Adverbs → UNITS 99–100 Comparison (cheaper etc.) → UNITS 104–106 Superlatives (cheapest etc.) → UNIT 107

EXERCISES

98.1 *Put the adjectives in brackets in the correct position.*

1 a beautiful table (wooden / round) a beautiful round wooden table
2 an unusual ring (gold) .....
3 a new pullover (nice) .....
4 a new pullover (green) .....
5 an old house (beautiful) .....
6 black gloves (leather) .....
7 an American film (old) .....
8 a long face (thin) .....
9 big clouds (black) .....
10 a sunny day (lovely) .....
11 a wide avenue (long) .....
12 a metal box (black / small) .....
13 a big cat (fat / black) .....
14 a little village (old / lovely) .....
15 long hair (black / beautiful) .....
16 an old painting (interesting / French) .....
17 an enormous umbrella (red / yellow) .....

98.2 *Write the following in another way using* **the first... / the next... / the last...** .

1 the first day and the second day of the course the first two days of the course
2 next week and the week after the next two weeks
3 yesterday and the day before yesterday .....
4 the first week and the second week of September .....
5 tomorrow and a few days after that .....
6 questions 1, 2 and 3 of the examination .....
7 next year and the year after .....
8 the last day of our holiday and the two days before that .....

98.3 *Complete each sentence with a verb (in the correct form) and an adjective from the boxes.*

feel	look	~~seem~~
smell	sound	taste

awful	fine	interesting
nice	~~upset~~	wet

1 Ann seemed upset this morning. Do you know what was wrong?
2 I can't eat this. I've just tried it and it .....
3 I wasn't very well yesterday but I ..... today.
4 What beautiful flowers! They ..... too.
5 You ..... . Have you been out in the rain?
6 Jim was telling me about his new job. It ..... quite ....., much better than his old job.

98.4 *Choose the correct word.*

1 This tea tastes a bit strange . (strange/strangely)
2 I always feel ..... when the sun is shining. (happy/happily)
3 The children were playing ..... in the garden. (happy/happily)
4 The man became ..... when the manager of the restaurant asked him to leave. (violent/violently)
5 You look .....! Are you all right? (terrible/terribly)
6 There's no point in doing a job if you don't do it ..... . (proper/properly)

UNIT 99

Adjectives and adverbs (1) (**quick/quickly**)

Look at these examples:

- Our holiday was too short – the time went very **quickly**.
- The driver of the car was **seriously** injured in the accident.

Quickly and **seriously** are *adverbs*. Many adverbs are made from an adjective + **-ly**:

adjective:	quick	serious	careful	quiet	heavy	bad
adverb:	quickly	seriously	carefully	quietly	heavily	badly

For spelling, see Appendix 6.

Not all words ending in **-ly** are adverbs. Some *adjectives* end in **-ly** too, for example:
friendly **lively** **elderly** **lonely** **silly** **lovely**

Adjective or *adverb*?

Adjectives (**quick/careful** etc.) tell us about a *noun*. We use adjectives before nouns and after some verbs, especially **be**:	Adverbs (**quickly/carefully** etc.) tell us about a *verb*. An adverb tells us how somebody does something or how something happens:
• Tom is a **careful driver**. (*not* 'a carefully driver')	• Tom **drove carefully** along the narrow road. (*not* 'drove careful')
• We didn't go out because of the **heavy rain**.	• We didn't go out because it was **raining heavily**. (*not* 'raining heavy')
• Please **be quiet**.	• Please **speak quietly**. (*not* 'speak quiet')
• I was disappointed that my exam results **were so bad**.	• I was disappointed that I **did so badly** in the exam. (*not* 'did so bad')
We also use adjectives after the verbs **look/feel/sound** etc. (see Unit 98D):	
• Why do you always **look so serious**?	• Why do you never **take** me seriously?
Compare:	
• She speaks **perfect English**. *adjective + noun*	• She **speaks English perfectly**. *verb + object + adverb*
Compare these sentences with **look**:	
• Tom **looked sad** when I saw him. (= he seemed sad, his expression was sad)	• Tom **looked** at me **sadly**. (= he looked at me in a sad way)

We also use adverbs before *adjectives* and *other adverbs*. For example:

reasonably cheap	(*adverb + adjective*)
terribly sorry	(*adverb + adjective*)
incredibly quickly	(*adverb + adverb*)

- It's a **reasonably cheap** restaurant and the food is **extremely good**.
- Oh, I'm **terribly sorry**. I didn't mean to push you. (*not* 'terrible sorry')
- Maria learns languages **incredibly quickly**.
- The examination was **surprisingly easy**.

You can also use an adverb before a *past participle* (**injured/organised/written** etc.):

- Two people were **seriously injured** in the accident. (*not* 'serious injured')
- The meeting was very **badly organised**.

EXERCISES

99.1 *Complete the sentences with adverbs. The first letter(s) of each adverb are given.*

1 We didn't go out because it was raining **heavily**.
2 Our team lost the game because we played very ba. . .. .
3 I had little difficulty finding a place to live. I found a flat quite ea. . . . . .
4 We had to wait for a long time but we didn't complain. We waited pa. . . . . .
5 Nobody knew George was coming to see us. He arrived **unex**. . . . . .
6 Mike keeps fit by playing tennis **reg**. . . . . .

99.2 *Put in the right word.*

1 The driver of the car was **seriously** injured. (serious/seriously)
2 The driver of the car had **serious** injuries. (serious/seriously)
3 I think you behaved very . . . . . (selfish/selfishly)
4 Rose is . . . . . upset about losing her job. (terrible/terribly)
5 There was a . . . . . change in the weather. (sudden/suddenly)
6 Everybody at the party was . . . . . dressed. (colourful/colourfully)
7 Linda likes wearing . . . . . clothes. (colourful/colourfully)
8 She fell and hurt herself quite . . . . . (bad/badly)
9 He says he didn't do well at school because he was . . . . . taught. (bad/badly)
10 Don't go up that ladder. It doesn't look . . . . . (safe/safely)
11 He looked at me . . . . . when I interrupted him. (angry/angrily)

99.3 *Complete each sentence using a word from the list. Sometimes you need the adjective* (**careful** *etc.*) *and sometimes the adverb* (**carefully** *etc.*).

careful(ly)	complete(ly)	continuous(ly)	financial(ly)	fluent(ly)
happy/happily	nervous(ly)	perfect(ly)	~~quick(ly)~~	special(ly)

1 Our holiday was too short. The time passed very **quickly**.
2 Tom doesn't take risks when he's driving. He's always . . . . . .
3 Sue works . . . . . She never seems to stop.
4 Alice and Stan are very . . . . . married.
5 Monica's English is very . . . . . although she makes quite a lot of mistakes.
6 I cooked this meal . . . . . for you, so I hope you like it.
7 Everything was very quiet. There was . . . . . silence.
8 I tried on the shoes and they fitted me . . . . . .
9 Do you usually feel . . . . . before examinations?
10 I'd like to buy a car but it's . . . . . impossible for me at the moment.

99.4 *Choose two words (one from each box) to complete each sentence.*

absolutely	~~reasonably~~	unusually
badly	seriously	unnecessarily
completely	slightly	

~~cheap~~	enormous	planned
changed	ill	quiet
damaged	long	

1 I thought the restaurant would be expensive but it was **reasonably cheap**.
2 George's mother is . . . . . in hospital.
3 What a big house! It's . . . . . .
4 It wasn't a serious accident. The car was only . . . . . .
5 The children are normally very lively but they're . . . . . today.
6 When I returned home after 20 years, everything had . . . . . .
7 The film was . . . . . . It could have been much shorter.
8 A lot went wrong during our holiday because it was . . . . . .

UNIT 100

Adjectives and adverbs (2) (**well/fast/late, hard/hardly**)

A

Good/well

Good is an *adjective*. The *adverb* is **well**:

- Your English is **good**. *but* You **speak** English **well**.
- Susan is a **good** pianist. *but* Susan **plays** the piano **well**.

We use **well** (*not* 'good') with *past participles* (**dressed/known** etc.):

well-dressed **well-known** **well-educated** **well-paid**

But **well** is also an *adjective* with the meaning 'in good health':

- 'How are you today?' 'I'm very **well**, thanks.' (*not* 'I'm very good')

B

Fast/hard/late

These words are both adjectives and adverbs:

adjective	*adverb*
• Jack is a very **fast** runner.	Jack can **run** very **fast**.
• Ann is a **hard** worker.	Ann **works hard**. (*not* 'works hardly')
• The train was **late**.	I **got up late** this morning.

Lately = 'recently'

- Have you seen Tom **lately**?

C

Hardly

Hardly = very little, almost not. Study these examples:

- Sarah was rather unfriendly to me at the party. She **hardly** spoke to me. (= she spoke to me very little, almost not at all)
- George and Hilda want to get married but they've only known each other for a few days. I don't think they should get married yet. They **hardly** know each other. (= they know each other very little)

Hard and **hardly** are completely different. Compare:

- He tried **hard** to find a job but he had no luck. (= he tried a lot, with a lot of effort)
- I'm not surprised he didn't find a job. He **hardly** tried to find one. (= he tried very little)

We often use **hardly + any/anybody/anyone/anything/anywhere**:

- A: How much money have you got?
  B: **Hardly any**. (= very little, almost none)
- I'll have to go shopping. We've got **hardly any** food.
- The exam results were very bad. **Hardly anybody** in our class passed. (= very few students passed, almost nobody passed)
- She ate **hardly anything**. She wasn't feeling hungry. (= she ate very little, almost nothing)

Note the position of **hardly**. You can say:

- She ate **hardly anything**. *or* She **hardly** ate **anything**.
- We've got **hardly any** food. *or* We've **hardly** got **any** food.

We often use **can/could + hardly**. I **can hardly** do something = it's almost impossible for me to do it:

- Your writing is terrible. I **can hardly** read it. (= it is almost impossible for me to read it)
- My leg was hurting me. I **could hardly** walk.

Hardly ever = almost never

- I'm nearly always at home in the evenings. I **hardly ever** go out.

EXERCISES

100.1 *Put in* **good** *or* **well.**

1 I play tennis but I'm not very *good.*
2 Your exam results were very _____.
3 You did very _____ in your exams.
4 The weather was very _____ while we were on holiday.
5 I didn't sleep very _____ last night.
6 How are you? Are you _____?
7 George speaks German very _____.
8 George's German is very _____.
9 Our new business is going very _____ at the moment.
10 I like your jacket. It looks _____ on you.
11 I've met her a few times but I don't know her very _____.

100.2 *Complete these sentences using* **well** *+ one of the following words:*
balanced **~~behaved~~** **done** **dressed** **informed** **kept** **known** **paid**

1 The children were very good. They were *well-behaved.*
2 I'm surprised you haven't heard of her. She is quite _____.
3 Our neighbours' garden is neat and tidy. It is very _____.
4 You should eat different types of food. Your diet should be _____.
5 Ann knows a lot about many things. She is quite _____.
6 His clothes are always smart. He is always _____.
7 Jill has a lot of responsibility in her job but she isn't very _____.
8 Congratulations on passing your examinations. _____!

100.3 *Are the underlined words right or wrong? Correct the ones that are wrong.*

1 I'm tired because I've been working <u>hard</u>. *RIGHT*
2 I tried <u>hard</u> to remember her name but I couldn't. _____
3 This coat is practically unused. I've <u>hardly</u> worn it. _____
4 She's a good tennis player. She hits the ball <u>hardly</u>. _____
5 Don't walk so <u>fast</u>! I can't keep up with you. _____
6 Why are you walking so <u>slow</u>? Are you tired? _____

100.4 *Write sentences with* **hardly**. *Use one of the following verbs (in the correct form):*
change **hear** **~~know~~** **recognise** **say** **sleep** **speak**

1 George and Hilda have only met once before. They *hardly know* each other.
2 You're speaking very quietly. I can _____ you.
3 I'm very tired this morning. I _____ last night.
4 We were so shocked when we heard the news, we could _____.
5 Kate was very quiet this evening. She _____ a word.
6 You look the same now as you looked 15 years ago. You've _____.
7 I met Keith a few days ago. I hadn't seen him for a long time and he looks very different now. I _____ him.

100.5 *Complete these sentences with* **hardly + any/anybody/anything/anywhere/ever.**

1 I'll have to go shopping. We've got *hardly any* food.
2 It was a very warm day and there was _____ wind.
3 'Do you know much about computers?' 'No, _____.'
4 The hotel was almost empty. There was _____ staying there.
5 I listen to the radio quite often but I _____ watch television.
6 Our new boss is not very popular. _____ likes her.
7 It was very crowded in the room. There was _____ to sit.
8 We used to be good friends but we _____ see each other now.
9 It was nice driving this morning. There was _____ traffic.
10 I hate this town. There's _____ to do and _____ to go.

UNIT 101

So and such

Study these examples:

• I didn't enjoy the book. The story was **so** stupid. We use **so** + *adjective/adverb*: **so stupid** **so quick** **so nice** **so quickly**	• I didn't enjoy the book. It was **such** a stupid story. We use **such** + *noun*: **such a story** **such people** We use **such** + *adjective* + *noun*: **such a stupid story** **such nice people** Note that we say **such a**... (*not* 'a such...')

So and **such** make the meaning of an adjective (or adverb) stronger:

• It's a lovely day, isn't it? It's **so warm.** (= really warm) • He's difficult to understand because he speaks **so quickly.**	• We enjoyed our holiday. We had **such a good time.** (= a really good time)
Compare **so** and **such** in these sentences:	
• I like Tom and Ann. They are **so nice.**	• I like Tom and Ann. They are **such nice people.** (*not* 'so nice people')
You can use **so...that...**:	You can use **such...that...**:
• The book was **so good that** I couldn't put it down. • I was **so tired that** I fell asleep in the armchair.	• It was **such a good book that** I couldn't put it down. • It was **such lovely weather that** we spent the whole day on the beach.
You can leave out **that** in sentences like this:	
• I was **so tired** (that) I fell asleep.	• It was **such lovely weather** (that) we...

We also use **so** and **such** with the meaning 'like this':

• I was surprised to find out that the house was built 100 years ago. I didn't realise it was **so old.** (as old as it is) • I expected the weather to be much cooler. I didn't expect it to be **so warm.** • I'm tired because I got up at 6 o'clock. I don't usually get up **so early.**	• I didn't realise it was **such an old house.** • The house was so untidy. I've never seen **such a mess.** (= a mess like this) Note the expression **no such...**: • You won't find the word 'blid' in an English dictionary because there is **no such word.** (= this word does not exist)

We say: **so long** *but* **such a long time**:	
• I haven't seen her for **so long** I've forgotten what she looks like.	• I haven't seen her for **such a long time.** (*not* 'a so long time')
so far *but* **such a long way**:	
• I didn't know it was **so far.**	• I didn't know it was **such a long way.**
so much, so many *but* **such a lot (of)**:	
• Why did you buy **so much** food?	• Why did you buy **such a lot of** food?

Not so ..as → UNIT 106A Such as → UNIT 116B

EXERCISES

101.1 *Put in* so, such *or* such a.

1 He's difficult to understand because he speaks so quickly.
2 I like Tom and Ann. They're such nice people.
3 It was a great holiday. We had such a good time.
4 I was surprised that he looked well after his recent illness.
5 Everything is expensive these days, isn't it?
6 The weather is lovely, isn't it? I didn't expect it to be nice day.
7 I have to go. I didn't realise it was late.
8 He always looks good. He wears nice clothes.
9 It was boring film that I fell asleep while I was watching it.
10 I couldn't believe the news. It was shock.
11 I think she works too hard. She looks tired all the time.
12 The food at the hotel was awful. I've never eaten awful food.
13 They've got much money, they don't know what to do with it.
14 I didn't realise you lived long way from the city centre.
15 I can't decide what to do. It's problem.

101.2 *Make one sentence from two. Use* so *or* such.

1 ~~She worked hard.~~	You could hear it from miles away.
2 ~~It was a beautiful day.~~	You would think it was her native language.
3 I was tired.	We spent the whole day indoors.
4 We had a good time on holiday.	~~She made herself ill.~~
5 She speaks English well.	I couldn't keep my eyes open.
6 I've got a lot of things to do.	I didn't eat anything else for the rest of the day.
7 The music was loud.	~~We decided to go to the beach.~~
8 I had a big breakfast.	I don't know where to begin.
9 It was horrible weather.	We didn't want to come home.

1 She worked so hard she made herself ill.
2 It was such a beautiful day we decided to go to the beach.
3 I was
4
5
6
7
8
9

101.3 *Use your own ideas to complete these pairs of sentences.*

1 a We enjoyed our holiday. It was so relaxing.
b We enjoyed our holiday. We had such a good time.
2 a I don't like London very much. It's so .
b I don't like London very much. It's such .
3 a I like Ann. She's so .
b I like Ann. She's such .
4 a I wouldn't like to be a teacher. It's so .
b I wouldn't like to be a teacher. It's such .
5 a It's great to see you again! I haven't seen you for so .
b It's great to see you again! I haven't seen you for such .

UNIT 102

Enough and too

A

The position of enough

Enough goes *after* adjectives and adverbs:

- He didn't get the job because he wasn't **experienced enough**. (*not* 'enough experienced')
- You won't pass the examination if you don't work **hard enough**.
- She shouldn't get married yet. She's not **old enough**.

The opposite is **too...** (**too hard / too old** etc.):

- You never stop working. You work **too hard**.

Enough normally goes *before* nouns:

- He didn't get the job because he didn't have **enough experience**. (*not* 'experience enough')
- I'd like to go away on holiday but I haven't got **enough money**.
- Some of us had to sit on the floor because there weren't **enough chairs**.

You can also use **enough** alone (without a noun):

- I'll lend you some money if you haven't got **enough**.

The opposite is **too much... / too many...**:

- We can't go away on holiday. It costs **too much** (**money**).
- There are **too many people** and not **enough chairs**.

B

We say **enough/too...for** (somebody/something):

- I haven't got **enough** money **for a holiday**.
- He wasn't experienced **enough for the job**.
- This shirt is **too** big **for me**. I need a smaller size.

But we usually say **enough/too...to** do something (*not* 'for doing'). So we say:

enough money **to buy** something **too** young **to do** something etc.

For example:

- I haven't got **enough money to go** on holiday. (*not* 'for going')
- He wasn't **experienced enough to do** the job.
- She's not **old enough to get** married. *or* She's **too young to get** married.
- Let's get a taxi. It's **too far to walk** home from here.
- There weren't **enough chairs** for everyone **to sit** down.
- They spoke too **quickly** for us **to understand**.

C

We say:

	The food was very hot. We couldn't eat it.
and	The food was so hot that we couldn't eat **it**.
but	The food was **too** hot **to eat**. (*without* 'it')

Some more examples like this:

- The wallet was **too big to put** in my pocket. (*not* 'too big to put it')
- These boxes are **too heavy to carry**. (*not* 'too heavy to carry them')
- The water wasn't **clean enough to swim** in.

To... and for... (purpose) → UNIT 63 Adjective + **to** . (**difficult to understand** etc.) → UNIT 64A

EXERCISES

102.1 *Complete these sentences using* **enough** *with one of the following adjectives or nouns:*

adjectives: **big** **~~old~~** **warm** **well**
nouns: **cups** **milk** **money** **qualifications** **room** **time**

1 She shouldn't get married yet. She's not *old enough*.
2 I'd like to buy a car but I haven't got _____.
3 Have you got _____ in your tea or would you like some more?
4 Are you _____? Or shall I switch on the heating?
5 It's only a small car. There isn't _____ for all of you.
6 Steve didn't feel _____ to go to work this morning.
7 I didn't answer all the questions in the exam. I didn't have _____.
8 Do you think I've got _____ to apply for the job?
9 Try this jacket on and see if it's _____ for you.
10 There weren't _____ for everybody to have coffee at the same time.

102.2 *Complete the answers to the questions. Use* **too** *or* **enough** *with the word in brackets.*

1	Is she going to get married?	(old) No, she's not *old enough to get married*.
2	I need to talk to you about something.	(busy) Well, I'm afraid I'm _____ to you now.
3	Let's go to the cinema.	(late) No, it's _____ to the cinema.
4	Why don't we sit in the garden?	(warm) It's not _____ in the garden.
5	Would you like to be a politician?	(nice) No, I'm _____ a politician.
6	Do you want to play tennis today?	(energy) No, I haven't got _____ tennis today.
7	Did you hear what he was saying?	(far away) No, we were _____ what he was saying.
8	Can he read a newspaper in English?	(English) No, he doesn't know _____ a newspaper.

102.3 *Make one sentence from two. Complete the new sentence using* **too** *or* **enough**.

1 We couldn't eat the food. It was too hot. *The food was too hot to eat.*
2 I can't drink this coffee. It's too hot. This coffee is _____.
3 Nobody could move the piano. It was too heavy.
The piano _____.
4 I don't wear this coat in winter. It isn't warm enough.
This coat _____.
5 I can't explain the situation. It is too complicated.
The situation _____.
6 Three people can't sit on this sofa. It isn't wide enough.
This sofa _____.
7 We couldn't climb over the wall. It was too high.
The wall _____.
8 You can't see some things without a microscope. They are too small.
Some _____.

UNIT 03

Quite and rather

A

Quite = less than 'very' but more than 'a little':

- I'm surprised you haven't heard of her. She's **quite famous.** (= less than 'very famous' but more than 'a little famous')
- It's **quite cold.** You'd better wear your coat.
- Lucy lives **quite near** me, so we see each other **quite often.**

Quite goes before **a/an:**

quite a nice day (*not* 'a quite nice day') **quite an** old house **quite a** long way

Sometimes we use **quite** + noun (without an adjective):

- I didn't expect to see them. It was **quite a surprise.**

We also use **quite** with some verbs, especially **like** and **enjoy:**

- I **quite like** tennis but it's not my favourite sport.

Quite sometimes means 'completely'. See Section C.

B

Rather is similar to **quite.** We use **rather** mainly with negative words and negative ideas:

- It's **rather cold.** You'd better wear your coat.
- 'What was the examination like?' **'Rather difficult,** I'm afraid.'
- Let's get a taxi. It's **rather a long way** to walk.

Quite is also possible in these examples.

Often we use **quite** with a *positive* idea and **rather** with a *negative* idea:

- She's **quite intelligent** but **rather lazy.**

When we use **rather** with *positive* words (**nice/interesting** etc.), it means 'unusually' or 'surprisingly'. For example, **rather nice** = unusually nice / surprisingly nice / nicer than expected:

- These oranges are **rather nice.** Where did you get them?
- Ann didn't like the book but I thought it was **rather interesting.** (= more interesting than expected)

Rather can go before or after **a/an.** So you can say:

a rather interesting book *or* **rather an** interesting book

C

Quite also means 'completely'. For example:

- 'Are you sure?' 'Yes, **quite sure.**' (= completely sure)

Quite means 'completely' with a number of adjectives, especially:

sure	**right**	**true**	**clear**	**different**	**incredible**	**amazing**
certain	**wrong**	**safe**	**obvious**	**unnecessary**	**extraordinary**	**impossible**

- She was **quite different** from what I expected. (= completely different)
- Everything they said was **quite true.** (= completely true)

We also use **quite** (= 'completely') with some verbs. For example:

- I **quite agree** with you. (= I completely agree)

Not quite = 'not completely':

- They **haven't quite finished** their dinner yet.
- I **don't quite understand** what you mean.
- 'Are you ready yet?' **'Not quite.'** (= not completely)

Would rather → UNIT 58

EXERCISES

103.1 *Complete the sentences using* **quite** *+ one of the following:*

a busy day	a good voice	a nice time	a lot of mistakes
~~a nice day~~	a long way	a strong wind	a frightening experience

1 The weather was better than we had expected. It was quite a nice day.
2 Tom often sings. He's got
3 The bus stop wasn't very near the hotel. We had to walk
4 I'm tired. I've had
5 Our holiday was OK. We had
6 It's warm today but there's
7 I hope that never happens again. It was
8 She speaks English fluently but she makes

103.2 *Complete these sentences using the words in brackets. Each time use* **quite** *with the positive word and* **rather** *with the negative word.*

1 She's quite intelligent but rather lazy. (intelligent / lazy)
2 The car goes but it's . (well / noisy)
3 The programme was but . (long / interesting)
4 George is but he's . (a hard worker / slow)
5 I was with the hotel but Jim was . (disappointed / pleased)
6 It's job but it's work. (a well-paid / hard)
7 Sarah lives us but it's to get to her house. (near / difficult)

103.3 *What does* **quite** *mean in these sentences? Tick (✔) the right meaning.*

	more than a little, less than very (Section A)	*completely (Section C)*
1 It's quite cold. You'd better wear your coat.	✔	
2 'Are you sure?' 'Yes, quite sure.'		✔
3 Maria's English is quite good.		
4 I couldn't believe it. It was quite incredible.		
5 The people I work with are quite friendly.		
6 My bedroom is quite big.		
7 You're quite right.		

103.4 *Complete these sentences using* **quite** *with one of the following:*

amazing **different** **impossible** **right** **safe** **sure** **unnecessary** ~~**true**~~

1 I didn't believe her at first, but in fact what she said was quite true.
2 You won't fall. The ladder is .
3 I'm afraid I can't do what you ask. It's .
4 I couldn't agree with you more. You are .
5 You can't compare the two things. They are .
6 You needn't have done that. It was .
7 I think I saw them go out but I'm not .
8 I couldn't believe what had happened. It was

UNIT 104

Comparison (1) – **cheaper**, **more expensive** etc.

Look at these examples:

How shall we travel? By car or by train?

Let's go by car. It's **cheaper.**
Don't go by train. It's **more expensive.**

Cheaper and **more expensive** are *comparative* forms.

After comparatives you can use **than** (see also Unit 106):

- It's **cheaper** to go by car **than** by train.
- Going by train is **more expensive than** going by car.

The comparative form is -er or more... .

We use **-er** for short words (one syllable):

cheap › cheaper **fast**→ faster
large › larger **thin** → thinner

We also use **-er** for two-syllable words that end in -y (-y → -ier):

lucky → luckier early → earlier
easy → easier pretty → prettier

For spelling, see Appendix 6.

We use **more...** for longer words (two syllables or more):

more modern **more serious**
more expensive **more comfortable**

We use **more...** for adverbs that end in -ly:

more slowly **more seriously**
more quietly **more carefully**

Also: **more often**
but: **earlier** (*not* 'more early')

Compare these examples:

- You're **older** than me.
- The exam was quite easy – **easier** than we expected.
- Can you walk a bit **faster**?
- I'd like to have a **bigger** car.
- Last night I went to bed **earlier** than usual.

- You're **more patient** than me.
- The exam was quite difficult – **more difficult** than we expected.
- Can you walk a bit **more slowly**?
- I'd like to have a **more reliable** car.
- I don't play tennis much these days. I used to play **more often**.

You can use **-er** *or* **more...** with some two-syllable adjectives, especially:

quiet **clever** **narrow** **shallow** **simple**

- It's too noisy here. Can we go somewhere **quieter / more quiet**?

These adjectives and adverbs have irregular comparative forms:

good/well → better:

- The garden looks **better** since you tidied it up.
- I know him **well** – probably **better** than anybody else.

bad/badly → worse:

- 'Is your headache better?' 'No, it's **worse**.'
- He did very badly in the exam – **worse** than expected.

far → further (*or* **farther**):

- It's a long walk from here to the station – **further** than I thought. (*or* ...**farther** than...)

Further (*but not* 'farther') can also mean 'more' or 'additional':

- Let me know if you hear any **further** news. (= any more news)

Comparison (2) and (3) → UNITS 105–106 Superlatives (**cheapest/most expensive** etc.) → UNIT 107

EXERCISES

4.1 *Complete the sentences using a comparative form* (**older / more important** *etc.*).

1 It's too noisy here. Can we go somewhere quieter?
2 This coffee is very weak. I like it a bit _____.
3 The hotel was surprisingly big. I expected it to be _____.
4 The hotel was surprisingly cheap. I expected it to be _____.
5 The weather is too cold in this country. I'd like to live somewhere _____.
6 My job is a bit boring sometimes. I'd like to do something _____.
7 I was surprised how easy it was to use the computer. I thought it would be _____.
8 Your work isn't very good. I'm sure you can do _____.
9 Don't worry. The situation isn't so bad. It could be _____.
10 I was surprised we got here so quickly. I expected the journey to take _____.
11 You're talking very loudly. Can you speak a bit _____?
12 You hardly ever phone me. Why don't you phone me _____?
13 You're standing too near the camera. Can you move a bit _____ away?
14 You were a bit depressed yesterday but you look _____ today.

4.2 *Complete the sentences. Each time use the comparative form of one of the words in the list. Use* **than** *where necessary.*

big	**crowded**	~~**early**~~	**easily**	**high**	**important**
interested	**peaceful**	~~**reliable**~~	**serious**	**simple**	**thin**

1 I was feeling tired last night, so I went to bed earlier than usual.
2 I'd like to have a more reliable car. The one I've got keeps breaking down.
3 Unfortunately her illness was _____ we thought at first.
4 You look _____. Have you lost weight?
5 I want a _____ flat. We don't have enough space here.
6 He doesn't study very hard. He's _____ in having a good time.
7 Health and happiness are _____ money.
8 The instructions were very complicated. They could have been _____.
9 There were a lot of people on the bus. It was _____ usual.
10 I like living in the countryside. It's _____ living in a town.
11 You'll find your way around the town _____ if you have a good map.
12 In some parts of the country, prices are _____ in others.

4.3 *Read the situations and complete the sentences. Use a comparative form* (**-er** *or* **more...**).

1 Yesterday the temperature was nine degrees. Today it's only six degrees.
It's colder today than it was yesterday.
2 The journey takes four hours by car and five hours by train.
It takes _____.
3 Dave and I went for a run. I ran ten kilometres. Dave stopped after eight kilometres.
I ran _____.
4 Chris and Joe both did badly in the exam. Chris got 20% but Joe only got 15%.
Joe did _____.
5 I expected my friends to arrive at about 4 o'clock. In fact they arrived at 2.30.
My friends _____.
6 You can go by bus or by train. The buses run every 30 minutes. The trains run every hour.
The buses _____.
7 We were very busy at work today. We're not usually as busy as that.
We _____.

UNIT 105

Comparison (2)

Before comparatives you can use:
much **a lot** **far** (= a lot) **a bit** **a little** **slightly** (= a little)

- Let's go by car. It's **much cheaper**. (*or* It's **a lot cheaper**.)
- Don't go by train. It's **a lot more expensive**. (*or* It's **much more expensive**.)
- Could you speak **a bit more slowly**? (*or* ...speak **a little more slowly**?)
- This bag is **slightly heavier** than the other one.
- Her illness was **far more serious** than we thought at first. (*or* ...**much more serious**... *or* ...**a lot more serious**...)

You can use **any** and **no** + comparatives (**any longer / no bigger** etc.):

- I've waited long enough. I'm not waiting **any longer**. (= not even a little longer)
- We expected their house to be very big but it's **no bigger** than ours. (*or*...it **isn't any bigger** than ours.)
- Yesterday you said you felt ill. Do you feel **any better** today?
- This hotel is better than the other one and it's **no more expensive**.

Harder and harder / more and more / more and more difficult etc.

We repeat comparatives like this (...**and**...) to say that something is changing continuously:

- It's becoming **harder and harder** to find a job.
- It's becoming **more and more difficult** to find a job.
- Your English is improving. It's getting **better and better**.
- These days **more and more** people are learning English.

The...the better

Study these examples:

- 'What time shall we leave?' '**The sooner the better.**' (= as soon as possible)
- 'What sort of box do you want? A big one?' 'Yes, **the bigger the better.**' (= as big as possible)
- When you're travelling, **the less luggage** you have to carry **the better**. (= it is best to have as little luggage as possible)

We also use **the...the...** (with two comparatives) to say that one thing depends on another thing:

- **The warmer** the weather, **the better** I feel. (= if the weather is warmer, I feel better)
- **The sooner** we leave, **the sooner** we will arrive.
- **The younger** you are, **the easier** it is to learn.
- **The more expensive** the hotel, **the better** the service.
- **The more** electricity you use, **the higher** your bill will be.
- **The more** I thought about the plan, **the less** I liked it.

Older and elder

The comparative of **old** is **older**:

- Tom looks **older** than he really is.

You can use **elder** (*or* **older**) when you talk about people in a family. You can say **(my) elder brother/sister/son/daughter**:

- **My elder brother** is a pilot. (*or* My **older** brother...)

We say 'my **elder brother**' but we do not say that 'somebody is **elder**...':

- My brother is **older** than me. (*not* 'elder than me')

For **eldest**, see Unit 107D.

Any/no → UNIT 85 Comparison (1) and (3) → UNITS 104,106 **Even** + comparative → UNIT 111C

EXERCISES

5.1 *Use the words in brackets to complete the sentences. Use* **much / a bit** *etc. + a comparative form. Use* **than** *where necessary.*

1 Her illness was much more serious than we thought at first. (much / serious)
2 This bag is too small. I need something . . . . . (much / big)
3 I'm afraid the problem is . . . . . it seems. (much / complicated)
4 You looked depressed this morning but you look . . . . . now. (a bit / happy)
5 I enjoyed our visit to the museum. It was . . . . . I expected. (far / interesting)
6 You're driving too fast. Could you drive . . . . . ? (a bit / slowly)
7 It's . . . . . to learn a foreign language in the country where it is spoken. (a lot / easy)
8 I thought she was younger than me but in fact she's . . . . . (slightly / old)

5.2 *Complete the sentences using* **any/no** *+ a comparative. Use* **than** *where necessary.*

1 I'm fed up with waiting. I'm not waiting any longer.
2 I'm sorry I'm a bit late but I couldn't get here . . . . .
3 This shop isn't expensive. The prices are . . . . . anywhere else.
4 I must stop for a rest. I can't walk . . . . .
5 The traffic isn't particularly bad today. It's . . . . . usual.

5.3 *Complete the sentences using the structure in Section C* (**...and...**).

1 It's becoming harder and harder to find a job. (hard)
2 That hole in your pullover is getting . . . . . (big)
3 My bags seemed to get . . . . . as I carried them. (heavy)
4 As I waited for my interview, I became . . . . . (nervous)
5 As the day went on, the weather got . . . . . (bad)
6 Travelling is becoming . . . . . (expensive)
7 Since she has been in Britain, her English has got . . . . . (good)
8 As the conversation went on, he became . . . . . (talkative)

5.4 *These sentences are like those in Section D. Use the word(s) in brackets (in the correct form) to complete the sentences.*

1 I like warm weather. The warmer the weather, the better I feel. (feel)
2 I didn't really like him when we first met.
But the more I got to know him, ... (like)
3 If you're in business, you want to make a profit.
The more goods you sell, ... (profit)
4 It's hard to concentrate when you're tired.
The more tired you are, ... (hard)
5 She had to wait a very long time.
The longer she waited, ... (impatient/become)

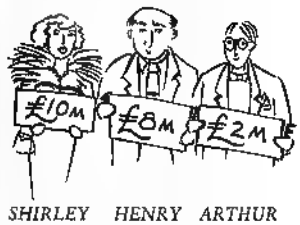
5.5 *Which is correct,* **older** *or* **elder**? *Or both of them?*

1 My older ✔ / elder ✔ brother is a pilot. (**older** *and* **elder** *are both correct*)
2 I'm surprised Diane is only 25. I thought she was older / elder.
3 Ann's younger sister is still at school. Her older / elder sister is a nurse.
4 Martin is older / elder than his brother.

UNIT 106

Comparison (3) – as...as / than

Study this example situation:



SHIRLEY HENRY ARTHUR

Shirley, Henry and Arthur are all millionaires. They are all very rich.
Shirley has £10 million, Henry has £8 million and Arthur has £2 million. So:

Henry is rich.
He is **richer than** Arthur.
But he **isn't as rich as** Shirley. (= Shirley is **richer than** he is)

Some more examples of **not as... (as)**:

- Tom **isn't as old as** he looks. (= he looks **older than** he is)
- The city centre **wasn't as crowded** this morning as it usually is. (= it is usually **more crowded**)
- Jenny **didn't do as well** in the exam as she had hoped. (= she had hoped to do **better**)
- 'The weather is better today, isn't it?' 'Yes, it's **not as cold**.' (= yesterday was **colder**)
- I **don't know as many** people as you do. (= you know **more** people)

You can also say 'not so... (as)':

- It's not warm but it **isn't so** cold **as** yesterday. (= ...it isn't **as** cold **as**...)

Less... (than) is similar to **not as... (as)**:

- I spent **less money** than you. (= I didn't spend as much money...)
- The city centre was **less crowded** than usual. (= it wasn't as crowded...)

You can use **as...as** (but not 'so...as') in positive sentences and in questions:

- I'm sorry I'm late. I got here **as fast as** I could.
- There's plenty of food. You can have **as much as** you like.
- Let's walk. It's **just as quick as** taking the bus.
- Can you send me the money **as soon as possible**, please?

Also: **twice as...as, three times as...as** etc.:

- Petrol is **twice as expensive as** it was a few years ago.
- Their house is about **three times as big as** ours.

We say **the same as** (*not* 'the same like'):

- Ann's salary is **the same as** mine. *or* Ann gets **the same** salary **as** me.
- Tom is **the same** age **as** George.
- 'What would you like to drink?' 'I'll have **the same as** you.'

Than me / than I am etc.

We usually say:

- You are taller **than me**. (*not* 'than I')
- He is not as clever **as her**. (*not* 'as she')

After **than/as** it is more usual to say **me/him/her/them/us** when there is no verb. Compare:

- You are taller **than I am**. *but* You are taller **than me**.
- They have more money **than we have**. *but* They have more money **than us**.
- I can't run as fast as **he can**. *but* I can't run as fast as **him**.

Comparison (1) and (2) → UNITS 104–105 As and like → UNIT 116

EXERCISES

6.1 *Complete the sentences using* **as...as.**

1 I'm quite tall but you are taller. I'm not as tall as you.
2 My salary is high but yours is higher. My salary isn't . . . . . .
3 You know a bit about cars but I know more. You don't . . . . . .
4 It's still cold but it was colder yesterday. It isn't . . . . . .
5 I still feel a bit tired but I felt a lot more tired yesterday.
I don't . . . . . .
6 They've lived here for quite a long time but we've lived here longer.
They haven't . . . . . .
7 I was a bit nervous before the interview but usually I'm a lot more nervous.
I wasn't . . . . . .

6.2 *Rewrite these sentences so that they have the same meaning.*

1 Jack is younger than he looks. Jack isn't as old as he looks.
2 I didn't spend as much money as you. You spent more money than me.
3 The station was nearer than I thought. The station wasn't . . . . . .
4 The meal didn't cost as much as I expected. The meal . . . . . .
5 I go out less than I used to. I don't . . . . . .
6 Her hair isn't as long as it used to be. She used to . . . . . .
7 I know them better than you do. You don't . . . . . .
8 There were fewer people at this meeting than at the last one.
There weren't . . . . . .

6.3 *Complete the sentences using* **as...as.** *Choose one of the following:*

bad comfortable ~~fast~~ long often quietly soon well well-qualified

1 I'm sorry I'm a bit late. I got here as fast as I could.
2 It was a difficult question. I answered it . . . . . I could.
3 'How long can I stay with you?' 'You can stay . . . . . you like.'
4 I need the information quickly, so please let me know . . . . . possible.
5 I like to keep fit, so I go swimming . . . . . I can.
6 I didn't want to wake anybody, so I came in . . . . . I could.

In the following sentences use **just as...as.**

7 I'm going to sleep on the floor. It's . . . . . sleeping in that hard bed.
8 Why did he get the job rather than me? I'm . . . . . him.
9 At first I thought you were nice but really you're . . . . . everybody else.

6.4 *Write sentences using* **the same as.**

1 Sally and Kate are both 22 years old. Sally is the same age as Kate.
2 You and I both have dark brown hair. Your hair . . . . . .
3 I arrived at 10.25 and so did you. I . . . . . .
4 My birthday is 5 April. Tom's birthday is 5 April too. My . . . . . .

6.5 *Complete the sentences with* **than...** *or* **as...** .

1 I can't reach as high as you. You are taller than me.
2 He doesn't know much. I know more . . . . . .
3 I don't work particularly hard. Most people work as hard . . . . . .
4 We were very surprised. Nobody was more surprised . . . . . .
5 She's not a very good player. I'm a better player . . . . . .
6 They've been very lucky. I wish we were as lucky . . . . . .

UNIT 107

Superlatives – **the longest / the most enjoyable** etc.

Study these examples:

> What is **the longest** river in the world?
> What was **the most enjoyable** holiday you've ever had?
>
> **Longest** and **most enjoyable** are *superlative* forms.

The superlative form is **-est** or **most...** . In general, we use **-est** for short words and **most...** for longer words. (The rules are the same as those for the comparative – see Unit 104.)

	long → **longest**	**hot** → **hottest**	**easy** → **easiest**	**hard** → **hardest**
but	**most** famous	**most** boring	**most** difficult	**most** expensive

These adjectives are irregular:

good → **best** bad → **worst** far → **furthest**

For spelling, see Appendix 6.

We normally use **the** before a superlative (**the** longest / **the** most famous etc.):

- Yesterday was **the hottest** day of the year.
- That film was really boring. It was **the most boring** film I've ever seen.
- She is a really nice person – one of **the nicest** people I know.
- Why does he always come to see me at **the worst** possible moment?

Compare:

- This hotel is **the cheapest** in town. *(superlative)*
- This hotel is **cheaper** than all the others in town. *(comparative)*

Oldest and **eldest**

The superlative of **old** is **oldest**:

- That church is **the oldest** building in the town. (*not* 'the eldest')

We use **eldest** (*or* **oldest**) when we are talking about people in a family:

- **My eldest son** is 13 years old. (*or* My **oldest** son...)
- Are you **the** eldest in your family? (*or* ...the **oldest**...)

After superlatives we use **in** with places (towns, buildings etc.):

- What is the longest river **in the world**? (*not* 'of the world')
- We had a lovely room. It was one of the nicest **in the hotel**. (*not* 'of the hotel')

We also use **in** for organisations and groups of people (a class / team / company etc.):

- Who is the best student **in the class**? (*not* 'of the class')

We normally use **of** for a period of time:

- What was the happiest day **of your life**?
- Yesterday was the hottest day **of the year**.

We often use the *present perfect* (**I have done**) after a superlative (see also Unit 8A):

- What's **the best** film **you've ever seen**?
- That was **the most delicious** meal **I've had** for a long time.

Sometimes we use **most** + adjective to mean 'very':

- The book you lent me was **most interesting**. (= very interesting)
- Thank you for the money. It was **most generous** of you. (= very generous)

Comparison (**cheaper/more expensive** etc.) → UNITS 104–106 **Elder** → UNIT 105E

EXERCISES

107.1 *Complete the sentences. Use a superlative* (**-est** *or* **most...**) *+ a preposition.*

1 It's a very nice room. It is the nicest room in the hotel.
2 It's a very cheap restaurant. It's . . . . . the town.
3 It was a very happy day. It was . . . . . my life.
4 She's a very intelligent student. She . . . . . the class.
5 It's a very valuable painting. It . . . . . the gallery.
6 Spring is a very busy time for me. It . . . . . the year.

In the following sentences use **one of** *+ a superlative + a preposition.*

7 It's a very nice room. It is one of the nicest rooms in the hotel.
8 He's a very rich man. He's one . . . . . the world.
9 It's a very old castle. It . . . . . Britain.
10 She's a very good player. She . . . . . the team.
11 It was a very bad experience. It . . . . . my life.
12 He's a very dangerous criminal. He . . . . . the country.

107.2 *Complete the sentences. Use a superlative* (**-est** *or* **most...**) *or a comparative* (**-er** *or* **more...**).

1 We stayed at the cheapest hotel in the town. (cheap)
2 Our hotel was cheaper than all the others in the town. (cheap)
3 The United States is very large but Canada is . . . . . (large)
4 What's . . . . . river in the world? (long)
5 He was a bit depressed yesterday but he looks . . . . . today. (happy)
6 It was an awful day. It was . . . . . day of my life. (bad)
7 What is . . . . . sport in your country? (popular)
8 Everest is . . . . . mountain in the world. It is . . . . . than any other mountain. (high)
9 We had a great holiday. It was one of the . . . . . holidays we've ever had. (enjoyable)
10 I prefer this chair to the other one. It's . . . . . (comfortable)
11 What's . . . . . way of getting from here to the station? (quick)
12 Mr and Mrs Brown have got three daughters. . . . . is 14 years old. (old)

107.3 *What do you say in these situations? Use a superlative + ...***ever...** *. Use the words given in brackets (in the correct form).*

1 You've just been to the cinema. The film was extremely boring. You tell your friend: (boring/film/see) That's the most boring film I've ever seen.
2 Your friend has just told you a joke, which you think is very funny. You say: (funny/joke/hear) That's . . . . . .
3 You're drinking coffee with a friend. It's really good coffee. You say: (good/coffee/taste) This . . . . . .
4 You are talking to a friend about Mary. Mary is very patient. You tell your friend about her: (patient/person/meet) She . . . . . .
5 You have just run ten kilometres. You've never run further than this. You say to your friend: (far/run) That . . . . . .
6 You decided to give up your job. Now you think this was a bad mistake. You say to your friend: (bad/mistake/make) It . . . . . .
7 Your friend meets a lot of people, some of them famous. You ask your friend: (famous/person/meet?) Who . . . . . ?

UNIT 108

Word order (1) – verb + object; place and time

A

Verb + object

The *verb* and the *object* of the verb normally go together. We do *not* usually put other words between them:

	verb	+ *object*	
I	**like**	**children**	very much. (*not* 'I like very much children')
Did you	**see**	**your friends**	yesterday?
Ann often	**plays**	**tennis.**	

Study these examples. Notice how the verb and the object go together each time:

- Do you **clean the house** every weekend? (*not* 'Do you clean every weekend the house?')
- Everybody **enjoyed the party** very much. (*not* 'Everybody enjoyed very much the party')
- Our guide **spoke English** fluently. (*not* '...spoke fluently English')
- I not only lost all my money – I also **lost my passport.** (*not* 'I lost also my passport')
- At the end of the street you'll **see a supermarket** on your left. (*not* '...see on your left a supermarket')

B

Place and *time*

Usually the *verb* and the *place* (where?) go together:

go home **live in a city** **walk to work** etc.

If the verb has an *object*, the place comes after the *verb + object*:

take somebody **home** **meet** a friend **in the street**

Time (when? / how often? / how long?) normally goes after *place*:

	place +	*time*	
Tom walks	**to work**	**every morning.**	(*not* 'Tom walks every morning to work')
She has been	**in Canada**	**since April.**	
We arrived	**at the airport**	**early.**	

Study these examples. Notice how *time* goes after *place*:

- I'm going **to Paris on Monday.** (*not* 'I'm going on Monday to Paris')
- They have lived **in the same house for a long time.**
- Don't be late. Make sure you're **here by 8 o'clock.**
- Sarah gave me a lift **home after the party.**
- You really shouldn't go **to bed so late.**

It is often possible to put *time* at the beginning of the sentence:

- **On Monday** I'm going to Paris.
- **Every morning** Tom walks to work.

Some time words (for example, **always/never/often**) usually go with the verb in the middle of the sentence. See Unit 109.

Word order in questions → UNITS 48–49 Adjective order → UNIT 98 Word order (2) → UNIT 109

EXERCISES

108.1 *Is the word order right or wrong? Correct the ones that are wrong.*

1 Everybody enjoyed the party very much. RIGHT
2 Tom walks every morning to work. WRONG: to work every morning
3 Jim doesn't like very much football.
4 I drink three or four cups of coffee every morning.
5 I ate quickly my dinner and went out.
6 Are you going to invite to the party a lot of people?
7 I phoned Tom immediately after hearing the news.
8 Did you go late to bed last night?
9 Sue was here five minutes ago. Where is she now?
10 Did you learn a lot of things at school today?
11 I met on my way home a friend of mine.
12 I fell yesterday off my bicycle.

108.2 *Put the parts of the sentence in the right order.*

1 (the party / very much / everybody enjoyed) Everybody enjoyed the party very much.
2 (we won / easily / the game)
3 (quietly / the door / I closed)
4 (Diane / quite well / speaks / German)
5 (Tim / all the time / television / watches)
6 (again / please don't ask / that question)
7 (football / every weekend / does Ken play?)
8 (some money / I borrowed / from a friend of mine)

108.3 *Complete the sentences. Put the parts in the right order.*

1 (for a long time / have lived / in the same house)
They have lived in the same house for a long time.
2 (to the bank / every Friday / go) I
3 (home / did you come / so late) Why ?
4 (her car / drives / every day / to work) Ann
5 (been / recently / to the cinema) I haven't
6 (at the top of the page / your name / write)
Please
7 (her name / after a few minutes / remembered)
I
8 (around the town / all morning / walked)
We
9 (on Saturday night / didn't see you / at the party)
I
10 (some interesting books / found / in the library)
We
11 (the children / yesterday / to the zoo / took)
Sally
12 (opposite the park / a new hotel / are building)
They

UNIT 109

Word order (2) – adverbs with the verb

Some adverbs (for example, **always, also, probably**) go with the verb in the middle of a sentence:

- Tom **always goes** to work by car.
- We were feeling very tired and we were **also** hungry.
- Your car **has probably been** stolen.

Study these rules for the position of adverbs in the middle of a sentence. (They are only general rules, so there are exceptions.)

i) If the verb is one word (**goes/fell/cooked** etc.), the adverb usually goes *before* the verb:

	adverb	*verb*	
Tom	**always**	**goes**	to work by car.
I	**almost**	**fell**	as I was going down the stairs.

- I cleaned the house and **also cooked** the dinner. (*not* 'cooked also')
- Lucy **hardly ever watches** television and **rarely reads** newspapers.

Note that these adverbs (**always/often/also** etc.) go before **have to:**

- Jim never phones me. I **always have to** phone him. (*not* 'I have always to phone')

ii) But adverbs go *after* **am/is/are/was/were:**

- We were feeling very tired and we **were also** hungry.
- Why are you always late? You're **never** on time.
- The traffic **isn't usually** as bad as it was this morning.

iii) If the verb is two or more words (**can remember / doesn't smoke / has been stolen** etc.), the adverb goes *after the first verb* (**can/doesn't/has** etc.):

	verb 1	*adverb*	*verb 2*	
I	**can**	**never**	**remember**	his name.
Ann	**doesn't**	**usually**	**smoke.**	
	Are you	**definitely**	**going**	to the party tomorrow?
Your car	**has**	**probably**	**been**	stolen.

- My parents **have always lived** in London.
- Jack can't cook. He **can't even boil** an egg.
- The house **was only** built a year ago and it's **already falling** down.

Note that **probably** goes before the negative. So we say:

- I **probably won't** see you. *or* I will **probably not** see you. (*but not* 'I won't probably...')

We also use **all** and **both** in these positions:

- We **all felt** ill after the meal. (*not* 'we felt all ill')
- My parents **are both** teachers. (*not* 'my parents both are teachers')
- Sarah and Jane **have both applied** for the job.
- We **are all going** out this evening.

Sometimes we use **is/will/did** etc. instead of repeating part of a sentence (see Unit 50A). Note the position of **always/never** etc. in these sentences:

- He always says he won't be late but he **always is.** (= he **is always** late)
- I've never done it and I **never will.** (= I **will never** do it)

We normally put **always/never** etc. *before* the verb in sentences like these.

EXERCISES

109.1 *Are the underlined words in the right position or not? Correct the sentences that are wrong.*

1 Tom goes always to work by car. WRONG: Tom always goes
2 I cleaned the house and also cooked the dinner. RIGHT
3 I have usually a shower when I get up.
4 We soon found the solution to the problem.
5 Steve gets hardly ever angry.
6 I did some shopping and I went also to the bank.
7 Jane has always to hurry in the morning because she gets up so late.
8 We all were tired so we all fell asleep.
9 She always says she'll phone me but she never does.

109.2 *Rewrite the sentences to include the word in brackets.*

1 Ann doesn't drink tea. (often) Ann doesn't often drink tea.
2 We were on holiday. (all)
3 We were staying at the same hotel. (all)
4 We enjoyed ourselves. (all)
5 Catherine is very generous. (always)
6 I don't have to work on Saturdays. (usually)
I
7 Do you watch television in the evenings? (always)
8 Martin is learning French. He is learning Italian. (also)
Martin is learning French. He
9 That hotel is very expensive. (probably)
10 It costs a lot to stay there. (probably)
11 I can help you. (probably)
12 I can't help you. (probably)

109.3 *Complete the sentences. Use the words in brackets in the correct order.*

1 I can never remember her name. (remember / never / can)
2 I sugar in coffee. (take / usually)
3 I hungry when I get home from work. (am / usually)
4 'Where's Jim?' 'He home early.' (gone / has / probably)
5 Mark and Diane in Manchester. (both / were / born)
6 Liz is a good pianist. She very well. (sing / also / can)
7 Our car down. (often / breaks)
8 They live in the same street as me but I to them. (never / have / spoken)
9 We a long time for the bus. (have / always / to wait)
10 My sight isn't very good. I with glasses. (read / can / only)
11 I early tomorrow. (probably / leaving / will / be)
12 I'm afraid I able to come to the party. (probably / be / won't)
13 It's difficult to contact Sue. She at home when I phone her. (is / hardly ever)
14 We in the same place. We haven't moved. (still / are / living)
15 If we hadn't taken the same train, we each other. (never / met / would / have)
16 'Are you tired?' 'Yes, I at this time of day.' (am / always)

UNIT 110

Still, yet and already Any more / any longer / no longer

A

Still

We use **still** to say that a situation or action is continuing. It hasn't changed or stopped:

- It's 10 o'clock and Tom is **still** in bed.
- When I went to bed, Jane was **still** working.
- Do you **still** want to go to the party or have you changed your mind?

Still usually goes in the middle of the sentence with the verb. See Unit 109.

B

Any more / any longer / no longer

We use **not...any more** or **not...any longer** to say that a situation has changed. **Any more** and **any longer** go at the end of a sentence:

- Ann doesn't work here **any more** (*or* **any longer**). She left last month.
  (*not* 'Ann doesn't still work here')
- We used to be good friends but we aren't **any more** (*or* **any longer**).

You can also use **no longer**. **No longer** goes in the middle of the sentence:

- Ann **no longer** works here.

Note that we do not normally use **no more** in this way:

- We are **no longer** friends. (*not* 'We are no more friends')

Compare **still** and **not...any more**:

- Sheila **still** works here but Ann doesn't work here **any more**.

C

Yet

Yet = 'until now'. We use **yet** mainly in negative sentences (I haven't finished **yet**) and questions (**Have you** finished **yet?**). **Yet** shows that the speaker is expecting something to happen.

Yet usually goes at the end of a sentence:

- It's 10 o'clock and Tom hasn't got up **yet**.
- I'm hungry. Is dinner ready **yet**?
- We don't know where we're going for our holidays **yet**.

We often use **yet** with the *present perfect* (**Have you finished yet?**). See also Unit 7C.

Compare **yet** and **still**:

- Jack lost his job a year ago and **is still** unemployed.
  Jack lost his job a year ago and **hasn't found** another job **yet**.
- **Is it still raining?**
  Has it stopped raining yet?

Still is also possible in *negative* sentences (before the negative):

- She said she would be here an hour ago and she **still** hasn't come.

This is similar to 'she hasn't come **yet**'. But **still**... not shows a stronger feeling of surprise or impatience. Compare:

- I wrote to him last week. He hasn't replied **yet**. (but I expect he will reply soon)
- I wrote to him months ago and he **still** hasn't replied. (he should have replied before now)

D

Already

We use **already** to say that something happened sooner than expected. **Already** usually goes in the middle of a sentence (see Unit 109):

- 'When is Sue going on holiday?' 'She has **already** gone.' (= sooner than you expected)
- Shall I tell Liz the news or does she **already** know?
- I've only just had lunch and I'm **already** hungry.

Present perfect + **already/yet** → UNIT 7C Word order → UNIT 109

EXERCISES

110.1 *Compare what Paul said a few years ago with what he says now. Some things are the same as before and some things have changed.*

Paul a few years ago

I travel a lot.
I work in a shop.
I write poems.
I want to be a teacher.
I'm interested in politics.
I'm single.
I go fishing a lot.

Paul now

I travel a lot.
I work in a hospital.
I gave up writing poems.
I want to be a teacher.
I'm not interested in politics.
I'm single.
I haven't been fishing for years.

Write sentences about Paul using **still** *and* **not…any more.**

1 (travel) He still travels a lot.
2 (shop) He doesn't work in a shop any more.
3 (poems) He . . . . . .
4 (teacher) . . . . . .
5 (politics) . . . . . .
6 (single) . . . . . .
7 (fishing) . . . . . .
8 (beard) . . . . . .

Now write three sentences about Paul using **no longer.**

9 He no longer works in a shop.
10 He . . . . . .
11 . . . . . .
12 . . . . . .

110.2 *For each sentence (with* **still***) write a sentence with a similar meaning using* **not…yet** *+ one of the following verbs:*

decide find finish go ~~stop~~ take off wake up

1 It's still raining. It hasn't stopped raining yet.
2 George is still here. He . . . . . .
3 They're still having their dinner. They . . . . . .
4 The children are still asleep. . . . . .
5 Ann is still looking for a job. . . . . .
6 I'm still wondering what to do. . . . . .
7 The plane is still waiting on the runway. . . . . .

110.3 *In this exercise you have to put in* **still, yet, already** *or* **not…any more** *in the underlined sentence (or part of a sentence). Study the examples carefully.*

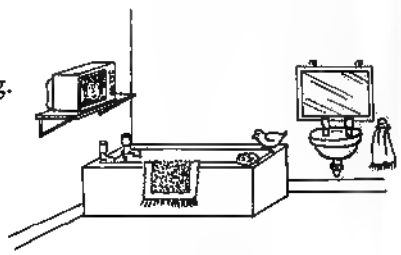
1 Jack lost his job a year ago and he is unemployed. he is still unemployed
2 Do you want me to tell Liz the news or does she know? does she already know
3 I'm hungry. Is dinner ready? Is dinner ready yet?
4 I was hungry earlier but I'm not hungry. I'm not hungry any more.
5 Can we wait a few minutes? I don't want to go out. . . . . .
6 Jill used to work at the airport but she doesn't work there. . . . . .
7 I used to live in Amsterdam. I have a lot of friends there. . . . . .
8 'Shall I introduce you to Jim?' 'There's no need. We've met.' . . . . . .
9 Do you live in the same house or have you moved? . . . . . .
10 Would you like to eat with us or have you eaten? . . . . . .
11 'Where's John?' 'He isn't here. He'll be here soon.' . . . . . .
12 Tim said he would be here at 8.30. It's 9 o'clock now and he isn't here. . . . . .
13 Do you want to join the club or are you a member? . . . . . .
14 It happened a long time ago but I can remember it very clearly. . . . . .
15 I've put on weight. These trousers don't fit me. . . . . .
16 'Have you finished with the paper?' 'No, I'm reading it.'

UNIT
111 Even

A Study this example situation:

Tina loves watching television. She has a TV set in every room of the house – **even** the bathroom.

We use **even** to say that something is unusual or surprising. It is not usual to have a TV set in the bathroom.



Some more examples:

- These photographs aren't very good. **Even** I could take better photographs than these. (and I'm certainly not a good photographer)
- He always wears a coat – **even in hot weather.**
- Nobody would lend her the money – **not even her best friend.** *or* **Not even** her best friend would lend her the money.

B Very often we use **even** with the verb in the middle of a sentence (see Unit 109):

- Sue has travelled all over the world. She has **even** been to the Antarctic. (It's especially unusual to go to the Antarctic, so she must have travelled a lot.)
- They are very rich. They **even** have their own private jet.

Study these examples with **not even**:

- I can't cook. I can't **even** boil an egg. (and boiling an egg is very easy)
- They weren't very friendly to us. They didn't **even** say hello.
- Jenny is very fit. She's just run five miles and she's **not even** out of breath.

C You can use **even** + *a comparative* (**cheaper / more expensive** etc.):

- I got up very early but John got up **even earlier.**
- I knew I didn't have much money but I've got **even less** than I thought.
- We were surprised to get a letter from her. We were **even more surprised** when she came to see us a few days later.

D **Even though / even when / even if**

You can use **even** + **though / when / if** to join sentences. Note that you cannot use **even** alone in the following examples:

- **Even though** she can't drive, she has bought a car. (*not* 'Even she can't drive...')
- He never shouts, **even when** he's angry.
- I'll probably see you tomorrow. But **even if** I don't see you tomorrow, we're sure to see each other before the weekend. (*not* 'even I don't see you')

Compare **even if** and **if**:

- We're going to the beach tomorrow. It doesn't matter what the weather is like. We're going to the beach **even if** it's raining.
- We hope to go to the beach tomorrow, but we won't go **if** it's raining.

If and when → UNIT 25 **Though / even though** → UNIT 112E

EXERCISES

11.1 *Sharon, Linda and Angela are three friends who went on holiday together. Use the information given about them to complete the sentences using* **even** *or* **not even.**

Sharon	*Linda*	*Angela*
is usually on time	isn't very keen on art	is almost always late
is usually happy	is usually miserable	is a keen photographer
likes getting up early	usually hates hotels	loves staying at hotels
is very interested in art	hasn't got a camera	isn't very good at getting up

1 They stayed at a hotel. Everybody liked it, *even Linda.*
2 They arranged to meet. They all arrived on time, ...
3 They went to an art gallery. Nobody enjoyed it, ...
4 Yesterday they had to get up early. They all managed to do this, ...
5 They were together yesterday. They were all in a good mood, ...
6 None of them took any photographs, ...

11.2 *Make sentences with* **even.** *Use the words in brackets.*

1 She has been all over the world. (the Antarctic) *She has even been to the Antarctic.*
2 She has to work every day. (on Sundays) .....
3 They painted the whole room. (the floor) They .....
4 You could hear the noise from a long way away. (from the next street)
You .....
5 They have the windows open all the time. (when it's freezing)
.....

In the following sentences you have to use **not...even.**

6 They didn't say anything to us. (hello) *They didn't even say hello.*
7 I can't remember anything about her. (her name) I .....
8 There isn't anything to do in this town. (a cinema) .....
9 He didn't tell anybody where he was going. (his wife) .....

11.3 *Complete these sentences using* **even** *+ a comparative.*

1 It was very hot yesterday but today it's *even hotter.*
2 The church is 500 years old but the house next to it is .....
3 That's a very good idea but I've got an ..... one.
4 The first question was very difficult to answer. The second one was .....
5 I did very badly in the examination but most of my friends did .....
6 Neither of us was hungry. I ate very little and my friend ate .....

11.4 *Put in* **if, even, even if** *or* **even though.**

1 *Even though* she can't drive, she has bought a car.
2 The bus leaves in five minutes but we can still catch it ..... we run.
3 The bus leaves in two minutes. We won't catch it now ..... we run.
4 His Spanish isn't very good – ..... after three years in Spain.
5 His Spanish isn't very good ..... he's lived in Spain for three years.
6 ..... with the heating on, it was very cold in the house.
7 ..... I was very tired, I couldn't sleep.
8 I won't forgive them for what they said, ... they apologise.
9 ..... I hadn't eaten anything for 24 hours, I wasn't hungry.

UNIT 112

Although / though / even though In spite of / despite

A

Study this example situation:

Last year Jack and Jill spent their holidays by the sea.
It rained a lot but they enjoyed themselves.
You can say:

Although it rained a lot, they enjoyed themselves.
(= It rained a lot *but* they…)
or
In spite of / **Despite** **the rain**, they enjoyed themselves.

B

After **although** we use a *subject + verb*:

- **Although it rained** a lot, we enjoyed our holiday.
- I didn't get the job **although I had** all the necessary qualifications.

Compare the meaning of **although** and **because**:

- We went out **although** it was raining.
- We didn't go out **because** it was raining.

C

After **in spite of** or **despite**, we use a *noun*, a *pronoun* (**this/that/what** etc.) or **-ing**:

- **In spite of the rain**, we enjoyed our holiday.
- I didn't get the job **in spite of having** all the necessary qualifications.
- She wasn't well, but **in spite of this** she went to work.
- **In spite of what** I said yesterday, I still love you.

Despite is the same as **in spite of**. Note that we say 'in spite **of**', but **despite** (without 'of'):

- She wasn't well, but **despite this** she went to work. (*not* 'despite of this')

You can say '**in spite of the fact (that)**…' and '**despite the fact (that)**…':

- I didn't get the job { **in spite of the fact** (that) / **despite the fact** (that) } I had all the necessary qualifications.

Compare **in spite of** and **because of**:

- We went out **in spite of the rain**. (*or* …**despite the rain**.)
- We didn't go out **because of the rain**.

D

Compare **although** and **in spite of / despite**:

- { **Although the traffic was bad**, / **In spite of the traffic**, } I arrived on time. (*not* 'in spite of the traffic was bad')
- I couldn't sleep { **although I was** very tired. / **despite being** very tired. } (*not* 'despite I was tired')

E

Sometimes we use **though** instead of **although**:

- I didn't get the job **though** I had all the necessary qualifications.

In spoken English we often use **though** at the end of a sentence:

- The house isn't very nice. I like the garden **though**. (= but I like the garden)
- I see him every day. I've never spoken to him **though**. (= but I've never spoken to him)

Even though (but *not* 'even' alone) is a stronger form of **although**:

- **Even though** I was really tired, I couldn't sleep. (*not* 'Even I was really tired…')

Even → UNIT 111

EXERCISES

12.1 *Complete the sentences. Use* **although** *+ a sentence from the box.*

I didn't speak the language	~~he has a very important job~~
I had never seen her before	we don't like them very much
it was quite cold	the heating was on
I'd met her twice before	we've known each other for a long time

1 Although he has a very important job, he isn't particularly well-paid.
2 _____, I recognised her from a photograph.
3 She wasn't wearing a coat _____.
4 We thought we'd better invite them to the party _____.
5 _____, I managed to make myself understood.
6 _____, the room wasn't warm.
7 I didn't recognise her _____.
8 We're not very good friends _____.

12.2 *Complete the sentences with* **although / in spite of / because / because of.**

1 Although it rained a lot, we enjoyed our holiday.
2 a _____ all our careful plans, a lot of things went wrong.
b _____ we had planned everything carefully, a lot of things went wrong.
3 a I went home early _____ I was feeling unwell.
b I went to work the next day _____ I was still feeling unwell.
4 a She only accepted the job _____ the salary, which was very high.
b She accepted the job _____ the salary, which was rather low.
5 a I managed to get to sleep _____ there was a lot of noise.
b I couldn't get to sleep _____ the noise.

Use your own ideas to complete the following sentences:

6 a He passed the exam although _____
b He passed the exam because _____
7 a I didn't eat anything although _____
b I didn't eat anything in spite of _____

12.3 *Make one sentence from two. Use the word(s) in brackets in your sentences.*

1 I couldn't sleep. I was tired. (despite) I couldn't sleep despite being tired.
2 They have very little money. They are happy. (in spite of)
In spite of _____
3 My foot was injured. I managed to walk to the nearest village. (although)
_____
4 I enjoyed the film. The story was silly. (in spite of)
_____
5 We live in the same street. We hardly ever see each other. (despite)
_____
6 I got very wet in the rain. I had an umbrella. (even though)
_____

12.4 *Use the words in brackets to make a sentence with* **though** *at the end.*

1 The house isn't very nice. (like / garden) I like the garden though.
2 It's quite warm. (a bit windy) _____
3 We didn't like the food. (ate) _____
4 Liz is very nice. (don't like / husband) I _____

UNIT
113 In case

A Study this example situation:

Geoff is a football referee. He always wears two watches during a game because it is possible that one watch will stop.

He wears two watches **in case one of them stops.**

In case one of them stops = 'because it is possible one of them will stop'.

Some more examples of **in case**:

- Ann might phone tonight. I don't want to go out **in case she phones.** (= because it is possible she will phone)
- I'll draw a map for you **in case you can't find our house.** (= because it is possible you won't be able to find it)

We use **just in case** for a smaller possibility:

- I don't think it will rain but I'll take an umbrella **just in case.** (= **just in case** it rains)

Do not use **will** after **in case.** Use a present tense for the future (see also Unit 25):

- I don't want to go out tonight **in case** Ann **phones.** (*not* 'in case Ann will phone')

B **In case** is not the same as **if.** We use **in case** to say *why* somebody does (or doesn't do) something. You do something *now* **in case** something happens *later*. Compare:

in case	**if**
• We'll buy some more food **in case** Tom comes. (= Perhaps Tom will come; we'll buy some more food now, whether he comes or not; then we'll *already* have the food *if* he comes.)	• We'll buy some more food **if** Tom comes. (= Perhaps Tom will come; if he comes, we'll buy some more food; if he doesn't come, we won't buy any more food.)
• I'll give you my phone number **in case** you need to contact me.	• You can phone me at the hotel **if** you need to contact me.
• You should insure your bicycle **in case** it is stolen.	• You should inform the police **if** your bicycle is stolen.

C You can use **in case** (+ *past*) to say why somebody did something:

- We bought some more food **in case Tom came.** (= because it was possible that Tom would come)
- I drew a map for Sarah **in case she couldn't find the house.**
- We rang the bell again **in case they hadn't heard it the first time.**

D 'In case of...' is not the same as 'in case'. **In case of...** = 'if there is...' (especially in notices etc.):

- **In case of fire,** please leave the building as quickly as possible. (= if there is a fire)
- **In case of emergency,** telephone this number. (= if there is an emergency)

Units 25, 37–38

EXERCISES

113.1 *Barbara is going for a long walk in the country. She is going to take these things with her:*

~~some chocolate~~ a map an umbrella her camera some water a towel

She has decided to take these things because:

perhaps she'll want to have a swim it's possible she'll get lost ~~she might get hungry~~
she might want to take some photographs perhaps she'll get thirsty perhaps it will rain

Write sentences with in case *saying why Barbara has decided to take these things with her.*

1 She's going to take some chocolate in case she gets hungry.
2 She's going to take a map in case .....
3 She's going to .....
4 .....
5 .....
6 .....

113.2 *What do you say in these situations? Use* in case.

1 It's possible that Mary will need to contact you, so you give her your phone number.
You say: Here's my phone number .....
2 A friend of yours is going away for a long time. Maybe you won't see her again before she goes, so you decide to say goodbye now.
You say: I'll say .....
3 You are shopping in a supermarket with a friend. You think you have everything you need but perhaps you've forgotten something. Your friend has the list. You ask him to check it.
You say: Can you .....

113.3 *Write sentences with* in case.

1 There was a possibility that Ann would phone. So I didn't go out.
I didn't go out in case Ann phoned.
2 John thought that he might forget the name of the book. So he wrote it down.
He wrote down .....
3 I thought my parents might be worried about me. So I phoned them.
I phoned .....
4 I wrote a letter to Jane but I didn't receive a reply. So I wrote to her again because I thought that perhaps she hadn't received my first letter.
I .....
5 I met some people when I was on holiday in France. They said they might come to London one day. I live in London, so I gave them my address.
I .....

113.4 *Put in* in case *or* if.

1 Ann might phone this evening. I don't want to go out . in case she phones.
2 You should tell the police if your bicycle is stolen.
3 I hope you'll come to London sometime. ..... you come, you can stay with us.
4 This letter is for Susan. Can you give it to her ..... you see her?
5 Write your name and address on your bag ..... you lose it.
6 Go to the lost property office ..... you lose your bag.
7 The burglar alarm will ring ..... somebody tries to break into the house.
8 I've just painted the door. I'll put a WET PAINT notice next to it ..... somebody doesn't realise it's just been painted.
9 I was advised to arrange insurance ..... I needed medical treatment while I was abroad.

UNIT 114

Unless As long as and provided/providing

A

Unless

Study this example situation:

The club is for members only.

You can't go in **unless you are a member.**

This means:
'You can't go in *except if* you are a member.' *or*
'You can go in *only if* you are a member.'

Unless = 'except if'

Some more examples of **unless:**

- I'll see you tomorrow **unless I have to work late.** (= except if I have to work late)
- Don't tell Sue what I said **unless she asks you.** (= except if she asks you)
- 'Shall I tell Sue what you said?' 'Not **unless** she asks you.' (= only if she asks you)
- I don't like fish. I wouldn't eat it **unless I was extremely hungry.** (= except if I was extremely hungry)

We often use **unless** in warnings:

- We'll be late **unless we hurry.** (= except if we hurry)
- **Unless you work much harder,** you won't pass the exam.
- I was told I wouldn't pass the exam **unless I worked harder.**

Instead of **unless** it is often possible to say **if...not:**

- Don't tell Sue what I said **if she doesn't** ask you.
- We'll be late **if we don't** hurry.

B

As long as etc.

as long as *or* **so long as**
provided (that) *or* **providing** (that) } All these expressions mean 'if' or 'on condition that'.

For example:

- You can use my car { **as long as** / **so long as** } you drive carefully.
  (= you can use my car but you must drive carefully – this is a condition)
- Travelling by car is convenient { **provided (that)** / **providing (that)** } you have somewhere to park.
  (= but only if you have somewhere to park)
- **Providing (that)** / **Provided (that)** } she studies hard, she'll pass her exams.
  (= she must study hard – if she does this, she will pass)

C

When you are talking about the future, do *not* use **will** after **unless / as long as / provided / providing.** Use a *present* tense (see also Unit 25):

- We'll be late **unless we hurry.** (*not* 'unless we will hurry')
- **Providing** she **studies** hard, she will pass the exam. (*not* 'providing she will study')

EXERCISES

14.1 *Write a new sentence with the same meaning. Use* **unless** *in your sentence.*

1 You must work much harder or you won't pass the exam.
You won't pass the exam unless you work much harder.
2 Listen carefully or you won't know what to do.
You won't know what to do .....
3 She must apologise to me or I'll never speak to her again.
I'll .....
4 You have to speak very slowly or he won't be able to understand you.
.....
5 The company must offer me more money or I'm going to look for another job.
.....

14.2 *Write a new sentence with the same meaning. Use* **unless** *in your sentence.*

1 You are allowed into the club only if you're a member.
You aren't allowed into the club unless you're a member.
2 I'm going to the party only if you go too.
I'm not going .....
3 The dog will attack you only if you move suddenly.
.....
4 He'll speak to you only if you ask him a question.
.....
5 The doctor will see you today only if it's an emergency.
.....

14.3 *Choose the correct word or expression for each sentence.*

1 You can use my car ~~unless~~ / as long as you drive carefully. (**as long as** *is correct*)
2 I'm playing tennis tomorrow unless / providing it's raining.
3 I'm playing tennis tomorrow unless / providing it's not raining.
4 I don't mind if you come in late unless / as long as you come in quietly.
5 I'm going now unless / provided you want me to stay.
6 I don't watch television unless / as long as I've got nothing else to do.
7 Children are allowed to use the swimming pool unless / provided they are with an adult.
8 Unless / provided they are with an adult, children are not allowed to use the swimming pool.
9 We can sit here in the corner unless / as long as you'd rather sit over there by the window.
10 A: Our holiday cost a lot of money.
B: Did it? Well, that doesn't matter unless / as long as you enjoyed yourselves.

14.4 *Use your own ideas to complete these sentences.*

1 We'll be late unless we hurry.
2 I like hot weather unless .....
3 I like hot weather provided .....
4 Kate reads a newspaper every day as long as .....
5 I don't mind walking home as long as .....
6 I like to walk to work in the morning unless .....
7 We can meet tomorrow unless .....
8 You can borrow the money providing .....
9 You won't achieve anything unless .....

UNIT 115

As (reason and time)

A

As *(reason)*

As sometimes means 'because':

- As it was a public holiday, all the shops were shut. (= because it was a public holiday)
- As they live near us, we see them quite often.
- We watched television all evening **as** we had nothing better to do.

We also use **as** to say that two things happened at the same time. See Section B.

B

As *(time)*

You can use **as** when two things happen at the same time:

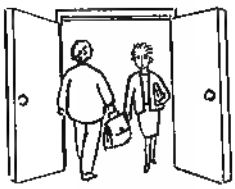
- I watched her **as** she opened the letter. ('I watched' and 'she opened' at the same time)
- As they walked along the street, they looked in the shop windows.
- Can you turn off the light **as** you go out, please? (= on your way out of the room)

Or you can say that something happened as you were doing something else (= in the middle of doing something else):

- Jill slipped **as she was getting off the bus.**
- The thief was seen **as he was climbing over the wall.**

Most often we use **as** when two *short* actions happen at the same time:

- George arrived **as** Sue left. (= he arrived and Sue left at the same time)
- We all waved goodbye to Liz **as** she drove away in her car.



GEORGE SUE

But we also use **as** when two things happen together over a longer period of time:

- **As the day went on,** the weather got worse.
- I began to enjoy the job more **as I got used to it.**

You can also use **just as** (= exactly at that moment):

- **Just as** I sat down, the phone rang.
- **Just as we were going out,** it started to rain.
- I had to leave **just as the conversation was getting interesting.**

For the *past continuous* (**was getting / were going** etc.) see Unit 6.

C

As, when and while

We use **as** only if two things happen *at the same time*. We use **when** (*not* 'as') if one thing happens after another. Compare **when** and **as**:

- **When** I got home, I had a bath. (*not* 'as I got home')
- **As** I walked into the room, the phone started ringing. (= at the same time)

We use **as** (*time*) for actions and happenings. **As** + a *situation* (not an action) usually means 'because' (see Section A):

- **As we were asleep,** we didn't hear the doorbell. (= because we were asleep)
- **As they live near me,** I see them quite often. (= because they live near me)

You cannot use **as** for *time* in sentences like this. You have to use **while** or **when**:

- The doorbell rang **while** we were asleep. (*not* 'as we were asleep')
- Angela got married **when** she was 23. (*not* 'as she was 23')

As...as → UNIT 106 **Like and as** → UNIT 116 **As if** → UNIT 117 **While** → UNIT 118

EXERCISES

15.1 *What does* as *mean in these sentences?*

	because	*at the same time as*
1 As they live near us, we see them quite often.	✔	
2 Jill slipped as she was getting off the bus.		✔
3 As I was tired, I went to bed early.		
4 Unfortunately, as I was parking the car, I hit the car behind.		
5 As we climbed the hill, we got more and more tired.		
6 We decided to go out to eat as we had no food at home.		
7 As we don't use the car very often, we've decided to sell it.		

15.2 *(Section A) Join a sentence from List A with one from List B. Begin each sentence with* As.

A	B
1 ~~yesterday was a public holiday~~	I walked in
2 it was a nice day	we came in very quietly
3 we didn't want to wake anybody up	~~all the shops were shut~~
4 the door was open	we didn't know what time it was
5 none of us had a watch	we went for a walk by the sea

1 As yesterday was a public holiday, all the shops were shut.
2 _____
3 _____
4 _____
5 _____

15.3 *(Section B) Use* as *to join a sentence from List A with one from List B.*

A	B
1 ~~we all waved goodbye to Liz~~	we were driving along the road
2 we all smiled	I was taking a hot dish out of the oven
3 I burnt myself	~~she drove away in her car~~
4 the crowd cheered	we posed for the photograph
5 a dog ran out in front of the car	the two teams ran onto the field

1 We all waved goodbye to Liz as she drove away in her car.
2 _____
3 _____
4 _____
5 _____

15.4 *Put in* as *or* when. *Sometimes you can use either* as *or* when.

1 Angela got married when she was 23.
2 My camera was stolen _____ I was on holiday.
3 He dropped the glass _____ he was taking it out of the cupboard.
4 _____ I left school, I went to work in a shop.
5 The train slowed down _____ it approached the station.
6 I used to live near the sea _____ I was a child.

15.5 *Use your own ideas to complete these sentences.*

1 I saw you as _____
2 It began to rain just as _____
3 As I didn't have enough money for a taxi, _____
4 Just as I took the photograph, _____

UNIT 116

Like and as

A

Like = 'similar to', 'the same as'. Note that you can*not* use as in this way:

- What a beautiful house! It's **like a palace.** (*not* 'as a palace')
- 'What does Sandra do?' 'She's a teacher, **like me.**' (*not* 'as me')
- Be careful! The floor has been polished. It's **like walking on ice.** (*not* 'as walking')
- It's raining again. I hate weather **like this.** (*not* 'as this')

In these sentences, **like** is a *preposition*. So it is followed by a *noun* (like **a palace**), a *pronoun* (like **me** / like **this**) or **-ing** (like walking).

You can also say '**like** (somebody/something) **doing** something':

- 'What's that noise?' 'It sounds **like a baby** crying.'

B

Sometimes **like** = 'for example':

- Some sports, **like motor racing,** can be dangerous.

You can also use **such as** (= for example):

- Some sports, **such as** motor racing, can be dangerous.

C

We use **as** (*not* 'like') before a *subject* + *verb*:

- I didn't move anything. I left everything **as I found it.**
- They did **as they promised.** (= They did what they promised.)

Compare **like** and **as** in these sentences:

- You should have done it **like this.** (**like** + *pronoun*)
- You should have done it **as I showed you.** (**as** + *subject* + *verb*)

We also say **as you know / as I said / as she expected / as I thought** etc.:

- **As you know,** it's Tom's birthday next week. (= you know this already)
- Jane failed her driving test, **as she expected.** (= she expected this before)

Note that we say **as usual / as always:**

- You're late **as usual.**

D

As can also be a *preposition* but the meaning is different from **like**. Compare:

as	like
• Brenda Casey is the manager of a company. **As the manager,** she has to make many important decisions. ('As the manager' = in her position as the manager)	• Mary Stone is the assistant manager. **Like the manager** (Brenda Casey), she also has to make important decisions. ('Like the manager' = similar to the manager)
• During the war this hotel was used **as a hospital.** (so it really was a hospital)	• Everyone is ill at home. Our house is **like a hospital.** (it isn't really a hospital)

As (*preposition*) = 'in the position of', 'in the form of' etc.:

- A few years ago I worked **as a bus driver.** (*not* 'like a bus driver')
- We've got a garage but we haven't got a car, so we use the garage **as a workshop.**
- Many English words (for example, 'work' and 'rain') can be used **as verbs or nouns.**
- London is all right **as a place to visit,** but I wouldn't like to live there.
- The news of her death came **as a great shock.**

We say **regard...as:**

- I regard her **as my best friend.**

As . as → UNIT 106 **The same as** → UNIT 106C **As** (reason and time) → UNIT 115 **As if** → UNIT 117

EXERCISES

16.1 *(Sections A, B and C) Put in* like *or* as.

1 It's raining again. I hate weather like this.
2 Jane failed her driving test as she expected.
3 Do you think Carol looks ____ her mother?
4 He really gets on my nerves. I can't stand people ____ him.
5 Why didn't you do it ____ I told you to do it?
6 'What does Bill do?' 'He's a student, ____ most of his friends.'
7 Why do you never listen? Talking to you is ____ talking to the wall.
8 ____ I said yesterday, I'm thinking of changing my job.
9 Tom's idea seemed a good one, so we did ____ he suggested.
10 It's a difficult problem. I never know what to do in situations ____ this.
11 I'll phone you tomorrow ____ usual, OK?
12 This tea is awful. It tastes ____ water.
13 Suddenly there was a terrible noise. It was ____ a bomb exploding.
14 She's a very good swimmer. She swims ____ a fish.
15 I'm afraid I can't meet you on Sunday ____ we arranged.
16 We met Keith last night. He was very cheerful, ____ always.

16.2 *(Sections A and D) Complete the sentences using* like *or* as + *one of the following:*

a beginner **blocks of ice** ~~**a palace**~~ **a birthday present** **a problem**
a child **a church** **winter** **a tourist guide**

1 This house is beautiful. It's like a palace.
2 Margaret once had a part-time job ____.
3 My feet are really cold. They're ____.
4 I've been learning Spanish for a few years but I still speak ____.
5 I wonder what that building with the tower is. It looks ____.
6 My brother gave me this watch ____ a long time ago.
7 It's true that we disagree about some things but I don't regard this ____.
8 It's very cold for the middle of summer. It's ____.
9 He's 22 years old but he sometimes behaves ____.

16.3 *(All sections) Put in* like *or* as.

1 Your English is very fluent. I wish I could speak ____ you.
2 Don't take my advice if you don't want to. You can do ____ you like.
3 You waste too much time doing things ____ sitting in cafés all day.
4 I wish I had a car ____ yours.
5 There's no need to change your clothes. You can go out ____ you are.
6 My neighbour's house is full of interesting things. It's ____ a museum.
7 I think I preferred this room ____ it was, before we decorated it.
8 When we asked Sue to help us, she agreed immediately, ____ I knew she would.
9 Sharon has been working ____ a waitress for the last two months.
10 While we were on holiday, we spent most of our time doing energetic things ____ sailing, water skiing and swimming.
11 You're different from the other people I know. I don't know anyone ____ you.
12 We don't need all the bedrooms in the house, so we use one of them ____ a study.
13 ____ her father, Catherine has a very good voice.
14 The news that Sue and Jim were getting married came ____ a complete surprise to me.
15 At the moment I've got a temporary job in a bookshop. It's OK ____ a temporary job but I wouldn't like to do it permanently.

UNIT 117

As if

A

You can use **as if** to say how somebody or something **looks/sounds/feels** etc.:

- That house **looks as if** it's going to fall down.
- Ann **sounded as if** she had a cold, didn't she?
- I've just come back from holiday but I feel tired and depressed. I don't **feel as if** I've just had a holiday.

Compare:

- You look **tired**. (**look** + *adjective*)
  You look **as if you haven't slept**. (**look** + **as if** + *subject* + *verb*)
- Tom sounded **worried**. (**sound** + *adjective*)
  Tom sounded **as if he was worried**. (**sound** + **as if** + *subject* + *verb*)

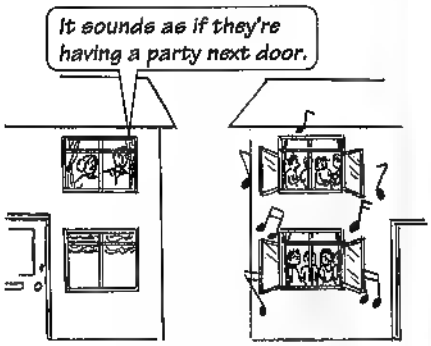
You can use **as though** instead of **as if**:

- Ann sounds **as though** she's got a cold. (= ...**as if** she's got a cold.)

B

You can also say **It looks/sounds/smells as if** (*or* **as though**):

- Sandra is very late, isn't she? **It looks as if** she isn't coming.
- We took an umbrella with us because **it looked as if** it was going to rain.
- Do you hear that music next door? **It sounds as if** they're having a party.
- **It smells as though** someone has been smoking in here.



After **It looks/sounds/smells**, many people use **like** instead of **as if** / **as though**:

- It looks **like** Sandra isn't coming.

C

You can use **as if** with other verbs to say how somebody does something:

- He **ran as if** he was running for his life.
- After the interruption, the speaker **carried on talking as if** nothing had happened.
- When I told them my plan, they **looked at me as if** I was mad.

D

After **as if** we sometimes use the *past* when we are talking about the *present*. For example:

- I don't like Norma. She talks **as if she knew** everything.

The meaning is *not* past in this sentence. We use the past ('as if she **knew**') because the idea is *not real*: Norma does *not* know everything. We use the past in the same way with **if** and **wish** (see Unit 38).

Some more examples:

- She's always asking me to do things for her – **as if I didn't** have enough to do. (I *do* have enough to do)
- Harry's only 40. Why do you talk about him **as if he was** an old man? (he isn't an old man)

When you use the past in this way, you can use **were** instead of **was**:

- Why do you talk about him as if **he were** an old man?
- They treat me as if **I were** (*or* **was**) their own son. (I'm not their son)

Look/sound etc + adjective → UNIT 98D **Like** and **as** → UNIT 116

EXERCISES

17.1 *Use the sentences in the box to make sentences with* **as if.**

it has just been cut	I'm going to be sick	he hadn't eaten for a week
she was enjoying it	she had hurt her leg	he meant what he was saying
~~he needs a good rest~~	she didn't want to come	

1 Mark looks very tired. He looks as if he needs a good rest.
2 Sue was walking with difficulty. She looked
3 I don't think he was joking. He looked
4 The grass is very short. It looks
5 Peter was extremely hungry and ate his dinner very quickly.
He ate
6 Carol had a bored expression on her face during the concert.
She didn't look
7 I've just eaten too many chocolates. Now I'm feeling ill.
I feel
8 I phoned Emma and invited her to the party but she wasn't very enthusiastic about it.
She sounded

17.2 *What do you say in these situations? Use* **You look / You sound / I feel as if... .** *Use the words in brackets to make your sentence.*

1 You meet Bill. He has a black eye and some plasters on his face.
You say to him: You look as if you've been in a fight. (be / a fight)
2 Christine comes into the room. She looks absolutely terrified.
You say to her: What's the matter? You (see / a ghost)
3 Sarah is talking to you on the phone about her new job and she sounds very happy about it.
You say to her: (enjoy / it)
4 You have just run one kilometre. You are absolutely exhausted.
You say to a friend: I (run / a marathon)

17.3 *Make sentences beginning* **It looks as if... / It sounds as if... .**

you had a good time	there's been an accident	they are having an argument
it's going to rain	~~she isn't coming~~	we'll have to walk

1 Sandra said she would be here an hour ago. *You say:* It looks as if she isn't coming.
2 The sky is full of black clouds. *You say:* It
3 You hear two people shouting at each other next door.
You say:
4 You see an ambulance, some policemen and two damaged cars at the side of the road.
You say:
5 You and a friend have just missed the last bus home.
You say:
6 Sue and Dave have just been telling you about all the interesting things they did while they were on holiday. *You say:*

17.4 *These sentences are like the ones in Section D. Complete each sentence using* **as if.**

1 Brian is a terrible driver. He drives as if he were the only driver on the road.
2 I'm 20 years old, so please don't talk to me a child.
3 Steve has only met Nicola once but he talks about her a close friend.
4 It was a long time ago that we first met but I remember it yesterday.

UNIT 118

For, during and while

A

For and during

We use **for** + a period of time to say *how long* something goes on:
for **two hours** for **a week** for **ages**
For example:

- We watched television **for two hours** last night.
- Victoria is going away **for a week** in September.
- Where have you been? I've been waiting **for ages**.
- Are you going away **for the weekend**?

We use **during** + *noun* to say *when* something happens (*not* how long):
during **the film** during **our holiday** during **the night**
For example:

- I fell asleep **during the film**.
- We met a lot of people **during our holiday**.
- The ground is wet. It must have rained **during the night**.

With a 'time word' (for example, **the morning / the afternoon / the summer**), you can usually say **in** or **during**:

- It must have rained **in the night**. (*or* ...**during the night**.)
- I'll phone you sometime **during the afternoon**. (*or* ...**in the afternoon**.)

You cannot use **during** to say *how long* something goes on:

- It rained **for** three days without stopping. (*not* 'during three days')

Compare **during** and **for**:

- I fell asleep **during the film**. I was asleep **for half an hour**.

B

During and while

Compare:

We use **during** + *noun*:	We use **while** + *subject* + *verb*:
noun • I fell asleep **during the film**.	*subject* + *verb* • I fell asleep **while I was watching** television.
Compare **during** and **while** in these examples:	
• We met a lot of interesting people **during our holiday**.	• We met a lot of interesting people **while we were on holiday**.
• Robert suddenly began to feel ill **during the examination**.	• Robert suddenly began to feel ill **while he was doing** the examination.

Some more examples of **while**:

- We saw Amanda **while we were waiting** for the bus.
- **While you were** out, there was a phone call for you.
- Christopher read a book **while I watched** television.

When you are talking about the future, use the *present* (*not* 'will') after **while**:

- I'll be in London next week. I hope to see Tom **while I'm** there. (*not* 'while I will be there')
- What are you going to do **while you are** waiting? (*not* 'while you will be waiting')

See also Unit 25.

For and since → UNIT 12B While -ing → UNIT 67B

EXERCISES

118.1 *Put in* **for** *or* **during.**

1 It rained ..for three days without stopping.
2 I fell asleep during the film.
3 I went to the theatre last night. I met Lucy _____ the interval.
4 Martin hasn't lived in Britain all his life. He lived in Brazil _____ four years.
5 Production at the factory was seriously affected _____ the strike.
6 I felt really ill last week. I could hardly eat anything _____ three days.
7 I waited for you _____ half an hour and decided that you weren't coming.
8 Sue was very angry with me. She didn't speak to me _____ a week.
9 We usually go out at weekends, but we don't often go out _____ the week.
10 Jack started a new job a few weeks ago. Before that he was out of work _____ six months.
11 I need a change. I think I'll go away _____ a few days.
12 The President gave a long speech. She spoke _____ two hours.
13 We were hungry when we arrived. We hadn't had anything to eat _____ the journey.
14 We were hungry when we arrived. We hadn't had anything to eat _____ eight hours.

118.2 *Put in* **during** *or* **while.**

1 We met a lot of people while we were on holiday.
2 We met a lot of people during our holiday.
3 I met Mike _____ I was shopping.
4 _____ we were in Paris, we stayed at a very comfortable hotel.
5 _____ our stay in Paris, we visited a lot of museums and galleries.
6 The phone rang three times _____ we were having dinner.
7 The phone rang three times _____ the night.
8 I had been away for many years. _____ that time, many things had changed.
9 What did they say about me _____ I was out of the room?
10 Jack read a lot of books and magazines _____ he was ill.
11 I went out for dinner last night. Unfortunately, I began to feel ill _____ the meal and had to go home.
12 Please don't interrupt me _____ I'm speaking.
13 There were many interruptions _____ the President's speech.
14 Can you lay the table _____ I get the dinner ready?
15 We were hungry when we arrived. We hadn't had anything to eat _____ we were travelling.

118.3 *Use your own ideas to complete these sentences.*

1 I fell asleep while I was watching television.
2 I fell asleep during ..the film.
3 I hurt my arm while _____
4 Can you wait here while _____?
5 Most of the students looked bored during _____
6 I was asked a lot of questions during _____
7 Don't open the car door while _____
8 The lights suddenly went out during _____
9 It started to rain during _____
10 It started to rain while _____

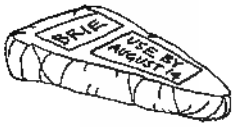
UNIT 119

By and until By the time...

A

By (+ *a time*) = 'not later than':

- I posted the letter today, so they should receive it **by Monday**. (= on or before Monday, not later than Monday)
- We'd better hurry. We have to be at home **by 5 o'clock**. (= at or before 5 o'clock, not later than 5 o'clock)
- Where's Sue? She should be here **by now**. (= now or before now – so she should have arrived already)



This cheese should be used **by 14 August**.

You cannot use **until** with this meaning:

- Tell me **by Friday** whether or not you can come to the party. (*not* 'Tell me until Friday')

B

We use **until** (*or* **till**) to say *how long* a situation continues:

- 'Shall we go now?' 'No, let's **wait until** (*or* **till**) it stops raining.'
- I couldn't get up this morning. { **I stayed in bed until** half past ten. / I didn't get up **until** half past ten.

Compare **until** and **by**:

until	**by**
Something *continues* **until** a time in the future:	Something *happens* **by** a time in the future:
• Fred **will be away until** Monday. (so he'll be back *on* Monday)	• Fred **will be back by** Monday. (= he'll be back not later than Monday)
• **I'll be working until** 11.30. (so I'll stop working *at* 11.30)	• **I'll have finished my work by** 11.30. (I'll finish my work not later than 11.30)

C

You can say '**by the time** something happens'. Study these examples:

- It's not worth going shopping now. **By the time we get to the shops**, they will be closed. (= the shops will close between now and the time we get there)
- (*from a letter*) I'm flying to the United States this evening. So **by the time you receive this letter**, I'll be in New York. (= I will arrive in New York between now and the time you receive this letter)
- Hurry up! **By the time we get to the cinema**, the film will already have started.

You can say '**by the time** something happened' (for the *past*):

- Jane's car broke down on the way to the party last night. **By the time she arrived**, most of the other guests had gone. (= it took her a long time to get to the party and most of the guests went home during this time)
- I had a lot of work to do yesterday evening. I was very tired **by the time I finished**. (= it took me a long time to do the work and I became more and more tired during this time)
- We went to the cinema last night. It took us a long time to find somewhere to park the car. **By the time we got to the cinema**, the film had already started.

Also **by then** *or* **by that time**:

- Jane finally arrived at the party at midnight, but **by then** (*or* **by that time**), most of the guests had gone.

Will be doing and **will have done** → UNIT 24 **By** (other uses) → UNITS 41B, 59B, 127

EXERCISES

119.1 *Make sentences with* by.

1 I have to be at home not later than 5 o'clock. I have to be at home by 5 o'clock.
2 I have to be at the airport not later than 10.30. I have to be at the airport
3 Let me know not later than Saturday whether you can come to the party.
Let me know
4 Please make sure that you're here not later than 2 o'clock.
Please
5 If we leave now, we should arrive not later than lunchtime.

119.2 *Put in* by *or* until.

1 Fred has gone away. He'll be away until Monday.
2 Sorry, but I must go. I have to be at home by 5 o'clock.
3 I've been offered a job. I haven't decided yet whether to accept it or not. I have to decide Thursday.
4 I think I'll wait Thursday before making a decision.
5 It's too late to go shopping. The shops are only open 5.30. They'll be closed now.
6 I'd better pay the phone bill. It has to be paid tomorrow.
7 Don't pay the bill today. Wait tomorrow.
8 A: Have you finished redecorating your house?
B: Not yet. We hope to finish the end of the week.
9 A: I'm going out now. I'll be back at 4.30. Will you still be here?
B: I don't think so. I'll probably have gone out then.
10 I'm moving into my new flat next week. I'm staying with a friend then.
11 I've got a lot of work to do. the time I finish, it will be time to go to bed.
12 If you want to do the exam, you should enter 3 April.

119.3 *Use your own ideas to complete these sentences. Use* by *or* until.

1 Fred is away at the moment. He'll be away until Monday.
2 Fred is away at the moment. He'll be back by Monday.
3 I'm just going out. I won't be very long. Wait here.
4 I'm going shopping. It's 4.30 now. I won't be very long. I'll be back
5 If you want to apply for the job, your application must be received
6 Last night I watched TV

119.4 *Read the situations and complete the sentences using* By the time... .

1 Jane was invited to a party but she got there much later than she intended.
By the time she got to the party, most of the other guests had gone.
2 I had to catch a train but it took me longer than expected to get to the station.
, my train had already gone.
3 I saw two men who looked as if they were trying to steal a car. I called the police but it was some time before they arrived.
, the two men had disappeared.
4 A man escaped from prison last night. It was a long time before the guards discovered what had happened.
, the escaped prisoner was miles away.
5 I intended to go shopping after finishing my work. But I finished my work much later than expected. , it was too late to go shopping.

UNIT 120

At/on/in (time)

Compare **at**, **on** and **in**:

- They arrived **at** 5 o'clock.
- They arrived **on** Friday.
- They arrived **in** October. / They arrived **in** 1968.

We use:

at for the time of day:			
at 5 o'clock	**at** 11.45	**at** midnight	**at** lunchtime **at** sunset etc.
on for days and dates:			
on Friday / **on** Fridays	**on** 12 March 1991	**on** Christmas Day	**on** my birthday
in for longer periods (for example, months/years/seasons):			
in October	**in** 1968	**in** the 18th century	**in** the past
in (the) winter	**in** the 1970s	**in** the Middle Ages	**in** (the) future

We use **at** in these expressions:

at night	• I don't like going out **at night**.
at the weekend / at weekends	• Will you be here **at the weekend**?
at Christmas / at Easter (*but* on Christmas Day)	• Do you give each other presents **at Christmas**?
at the moment / at present	• Mr Benn is busy **at the moment / at present**.
at the same time	• Liz and I arrived **at the same time**.

Note that we usually ask '**What time**...?' (*not usually* 'At what time...?):

- **What time** are you going out this evening?

We say:

in the morning(s) **in the afternoon(s)** **in the evening(s)**

- I'll see you **in the morning**.
- Do you work **in the evenings**?

but:

on Friday morning(s) **on Sunday** afternoon(s) **on Monday** evening(s) etc.

- I'll be at home **on Friday morning**.
- Do you usually go out **on Saturday evenings**?

We do *not* use **at/on/in** before **last/next/this/every**:

- I'll see you **next Friday**. (*not* 'on next Friday')
- They got married **last March**.

In a few minutes / in six months etc. = a time in the future

- The train will be leaving **in a few minutes**. (= a few minutes from now)
- Jack has gone away. He'll be back **in a week**. (= a week from now)
- She'll be here **in a moment**. (= a moment from now)

You can also say '**in six months' time**', '**in a week's time**' etc.:

- They're getting married **in six months' time**. (*or* ...**in six months**.)

We also use **in**... to say how long it takes to do something:

- I learnt to drive **in four weeks**. (= it took me four weeks to learn)

On/in time, at/in the end → UNIT 121 **In/at/on (place)** → UNITS 122–124 **On/in/at (other meanings)** → UNIT 126
American English → APPENDIX 7

EXERCISES

120.1 *Complete the sentences. Each time use* **at**, **on** *or* **in** *+ one of the following:*

the evening	about 20 minutes	~~1492~~	Christmas
the moment	21 July 1969	the 1920s	the same time
Sundays	the Middle Ages	11 seconds	night

1 Columbus made his first voyage from Europe to America in 1492.
2 In Britain most people do not work
3 If the sky is clear, you can see the stars
4 After working hard during the day, I like to relax
5 The first man walked on the moon
6 It's difficult to listen if everyone is speaking
7 Jazz became popular in the United States
8 I'm just going out to the shop. I'll be back
9 *(on the phone)* 'Can I speak to Clare?' 'I'm afraid she's not here .'
10 In Britain people send each other cards
11 Many of Europe's great cathedrals were built
12 Bob is a very fast runner. He can run 100 metres

120.2 *Put in* **at**, **on** *or* **in** *where necessary. Leave an empty space (–) if no preposition is necessary.*

1 a I'll see you on Friday.
b I'll see you – next Friday.
(no preposition)
2 a What are you doing Saturday?
b What are you doing the weekend?
3 a They often go out the evenings.
b They often go out Sunday evenings.
4 a Do you work Wednesdays?
b Do you work every Wednesday?
5 a We usually have a holiday the summer.
b We often have a short holiday Christmas.
6 a Pauline got married 1991.
b Pauline got married 18 May 1991.
c Chris is getting married this year.

120.3 *Put in* **at**, **on** *or* **in**.

1 Mozart was born in Salzburg 1756.
2 I haven't seen Kate for a few days. I last saw her Tuesday.
3 The price of electricity is going up October.
4 I've been invited to a wedding 14 February.
5 Hurry up! We've got to go five minutes.
6 I'm busy just now but I'll be with you a moment.
7 Jenny's brother is an engineer but he's out of work the moment.
8 There are usually a lot of parties New Year's Eve.
9 I hope the weather will be nice the weekend.
10 Saturday night I went to bed 11 o'clock.
11 I don't like travelling night.
12 We travelled overnight to Paris and arrived 5 o'clock the morning.
13 The course begins 7 January and ends sometime April.
14 It was quite a short book and easy to read. I read it a day.
15 I might not be at home Tuesday morning but I'll probably be there the afternoon.
16 My car is being repaired at the garage. It will be ready two hours.
17 The telephone and the doorbell rang the same time.
18 Mary and Henry always go out for a meal their wedding anniversary.
19 Henry is 63. He'll be retiring from his job two years' time.

UNIT 121

On time / in time At the end / in the end

On time and in time

On time = punctual, not late. If something happens **on time**, it happens at the time which was planned:

- The 11.45 train left **on time**. (= it left at 11.45)
- 'I'll meet you at 7.30.' 'OK, but please be **on time**.' (= don't be late, be there at 7.30)
- The conference was very well organised. Everything began and finished **on time**.

The opposite of **on time** is **late**:

- Be **on time**. Don't be **late**.

In time (for something / to do something) = soon enough

- Will you be home **in time for dinner**? (= soon enough for dinner)
- I've sent Jill her birthday present. I hope it arrives **in time** (for her birthday). (= soon enough for her birthday)
- I must hurry. I want to get home **in time to see** the football match on television. (= soon enough to see the football match)

The opposite of **in time** is **too late**:

- I got home **too late** to see the football match.

You can say **just in time** (= almost too late):

- We got to the station **just in time** to catch the train.
- A child ran across the road in front of the car, but I managed to stop **just in time**.

At the end and in the end

At the end (of something) = at the time when something ends. For example:

at the end of **the month**	at the end of **January**	at the end of **the match**
at the end of **the film**	at the end of **the course**	at the end of **the concert**

- I'm going away **at the end of January / at the end of the month.**
- **At the end of the concert,** there was great applause.
- All the players shook hands **at the end of the match.**

You can*not* say '**in** the end *of something*'. So you can*not* say 'in the end of January' or 'in the end of the concert'.

The opposite of **at the end** is **at the beginning**:

at the beginning of January **at the beginning of the concert**

In the end = finally

We use **in the end** when we say what the final result of a situation was:

- We had a lot of problems with our car. **In the end** we sold it and bought another one. (= finally we sold it)
- He got more and more angry. **In the end** he just walked out of the room.
- Jim couldn't decide where to go for his holidays. He didn't go anywhere **in the end**.

The opposite of **in the end** is usually **at first**:

- **At first** we didn't like each other very much, but **in the end** we became good friends.

EXERCISES

121.1 *Complete the sentences with* **on time** *or* **in time.**

1 The bus was late this morning but it's usually *on time.*
2 The film was supposed to start at 8.30 but it didn't begin . . . . . .
3 I like to get up to have a big breakfast before going to work.
4 We want to start the meeting . . . . . , so please don't be late.
5 I've just washed this shirt. I want to wear it this evening, so I hope it will be dry . . . . . .
6 The train service isn't very good. The trains are rarely . . . . .
7 I nearly missed my flight this morning. I got to the airport just . . . . . .
8 I nearly forgot that it was Joe's birthday. Fortunately I remembered . . . . . .
9 Why are you never . . . . . ? You always keep everybody waiting.

121.2 *Read the situations and make sentences using* **just in time.**

1 A child ran across the road in front of your car. You saw the child at the last moment. (manage / stop) *I managed to stop just in time.*
2 You were walking home without an umbrella. Just after you got home, it started to rain very heavily. (get / home) . . . . . .
3 Tim was going to sit on the chair you had just painted. You said, 'Don't sit in that chair!', so he didn't. (stop / him) I . . . . . .
4 You went to the cinema. You were a bit late and you thought you would miss the beginning of the film. But the film began just as you sat down in the cinema. (get / cinema / beginning of the film) . . . . . .

121.3 *Complete the sentences using* **at the end** + *one of the following:*
the course **the interview** ~~**the match**~~ **the month** **the race**

1 All the players shook hands *at the end of the match.*
2 I normally get paid . . . . . .
3 The students had a party . . . . . .
4 Two of the runners collapsed . . . . . .
5 To my surprise I was offered the job . . . . . .

121.4 *Write sentences with* **In the end.** *Use the verb in brackets.*

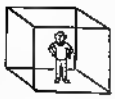
1 We had a lot of problems with our car. (sell) *In the end we sold it.*
2 Judy got more and more fed up with her job. (resign) . . . . . .
3 I tried to learn German but I found it too difficult. (give up) . . . . . .
4 We couldn't decide whether to go to the party or not. (not / go) . . . . . .

121.5 *Put in* **at** *or* **in.**

1 I'm going away *at* the end of the month.
2 It took me a long time to find a job. the end I got a job in a hotel.
3 Are you going away . . the beginning of August or the end?
4 I couldn't decide what to buy Mary for her birthday. I didn't buy her anything . the end.
5 We waited ages for a taxi. We gave up the end and walked home.
6 I'll be moving to a new address the end of September.
7 At first Helen didn't want to go to the theatre but she came with us . . . . . the end.
8 I'm going away . . the end of this week.
9 'I didn't know what to do.' 'Yes, you were in a difficult position. What did you do . . . the end?'

UNIT
122 In/at/on (place) (1)

In Study these examples:

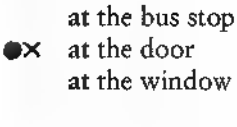


in a room
in a building
in a box

in a garden
in a town/city
in a country

- There's no one **in the room / in the building / in the garden.**
- What have you got **in your hand / in your mouth?**
- When we were **in Italy,** we spent a few days **in Venice.** (*not* 'at Venice')
- I have a friend who lives **in a small village in the mountains.**
- Look at those people swimming **in the pool / in the sea / in the river.**

At Study these examples:



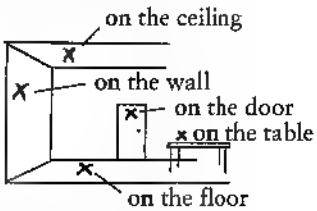
at the bus stop
at the door
at the window

at the top (of the page)
at the bottom (of the page)

at the end
of the street

- Who is that man standing **at the bus stop / at the door / at the window?**
- Turn left **at the traffic lights / at the church / at the roundabout.**
- Write your name **at the top / at the bottom** of the page.
- Angela's house is the white one **at the end** of the street.
- When you leave the hotel, please leave your key **at reception.**

On Study these examples:



on the ceiling
on the wall
on the door
on the table
on the floor

on her nose

on a page

on an island

- I sat **on the floor / on the ground / on the grass / on a chair / on the beach.**
- There's a dirty mark **on the wall / on the ceiling / on your nose / on your shirt.**
- Have you seen the notice **on the notice board / on the door?**
- You'll find details of TV programmes **on page seven** (of the newspaper).

Compare **in** and **at:**

- There were a lot of people **in the shop.** It was very crowded.

but Go along this road, then turn left **at the shop.** (*somebody giving directions*)

Compare **in** and **on:**

- There is some water **in the bottle.**

but There is a label **on the bottle.**

in the bottle
on the bottle

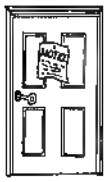
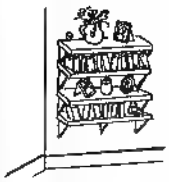
Compare **at** and **on:**

- There is somebody **at the door.** Shall I go and see who it is?

but There is a notice **on the door.** It says 'Do not disturb'.

EXERCISES

2.1 *Answer the questions about the pictures. Use* **in, at** *or* **on** *with the words below the pictures.*

1 (bottle)	2 (traffic lights)	3 (arm)	4  (door)	5 (Paris)
6  (wall)	7 (top/ bottom /stairs)	8 (gate)	9 TOM (end/queue)	10 (beach)

1 Where's the label? *On the bottle.*
2 Where is the car waiting? . . .
. . . .
3 Where's the fly? . . .
4 a Where's the notice? .
b Where's the key? . . .
5 Where's the Eiffel Tower? .
6 Where are the shelves? . .
7 a Where's the woman standing?
. . . . . .
b And the cat? . . . . . .
8 a Where's the man standing?
b Where's the bird? . .
9 Where's Tom standing?
. . . . . .
10 Where are the children playing? . . .

2.2 *Complete the sentences. Use* **in, at** *or* **on** *+ one of the following:*

the window	**your coffee**	**the mountains**	**that tree**
my guitar	~~**the river**~~	**the island**	**the next garage**

1 Look at those people swimming *in the river.*
2 One of the strings . . . is broken.
3 There's something wrong with the car. We'd better stop . . . . . .
4 Would you like sugar . . ?
5 The leaves . . . . . are a beautiful colour.
6 Last year we had a wonderful skiing holiday . . . . .
7 There's nobody living . . . . . It's uninhabited.
8 He spends most of the day sitting . . . . . and looking outside.

2.3 *Complete the sentences with* **in, at** *or* **on.**

1 Write your name *at* the top of the page.
2 I like that picture hanging . the wall . the kitchen.
3 There was an accident . . . the crossroads this morning.
4 I wasn't sure whether I had come to the right office. There was no name . the door.
5 . . . the end of the street there is a path leading to the river.
6 You'll find the sports results . the back page of the newspaper.
7 I wouldn't like an office job. I couldn't spend the whole day sitting . a desk.
8 My brother lives . . . . a small village . the south-west of England.
9 The man the police are looking for has a scar . . . his right cheek.
10 The headquarters of the company are . Milan.
11 Nicola was wearing a silver ring . her little finger.

In/at/on (place) (2)

In We say that somebody/something is:

in a line / **in** a row / **in** a queue / **in** a street
in a photograph / **in** a picture / (look at yourself) **in** a mirror
in the sky / **in** the world
in a book / **in** a newspaper / **in** a magazine / **in** a letter (*but* 'on a page')

in a row

- When I go to the cinema, I prefer to sit **in the front row.**
- I live **in King Street.** Sarah lives **in Queen Street.**
- Who is the woman **in that photograph?** (*not* 'on that photograph')
- Have you seen this article **in the paper** (= newspaper)?
- It was a lovely day. There wasn't a cloud **in the sky.**

On We say that somebody/something is:

on the left / on the right
on the ground floor / on the first floor / on the second floor etc.
on a map / on the menu (in a restaurant) **/ on a list**
on a farm

- In Britain we drive **on the left.** (*or* **...on the left-hand side.**)
- Our flat is **on the second floor** of the building.
- Here's a shopping list. Don't buy anything that's not **on the list.**
- Have you ever worked **on a farm?**

We say that a place is **on a river / on a road / on the coast:**

- London is **on the river Thames.**
- Portsmouth is **on the south coast** of England.

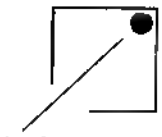
We say that a place is **on the way** to another place:

- We stopped at a small village **on the way** to London.

The corner

We say '**in the corner** of a **room**', but '**at the corner** (*or* **on the corner**) of a **street**':

- The television is **in the corner** of the room.
- There is a public telephone **at/on the corner** of the street.


in the corner

at/on the corner

The front and the back

We say **in the front / in the back of a car:**

- I was sitting **in the back** (of the car) when we crashed.

but

at the front / at the back of a building / cinema / group of people etc.:

- The garden is **at the back of the house.**
- Let's sit **at the front** (of the cinema). (*but* 'in the front row' – see Section A)
- I was standing **at the back,** so I couldn't see very well.

Also

on the front / on the back of a letter / piece of paper etc.:

- Write your name **on the back of this envelope.**

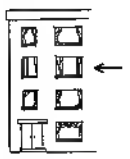
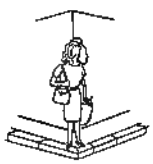
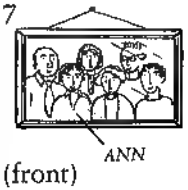
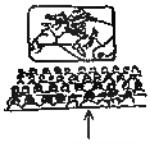
at the back

at the front

In at/on (1) and (3) → UNITS 122, 124 American English → APPENDIX 7

EXERCISES

123.1 *Answer the questions about the pictures. Use* **in, at** *or* **on** *with the words below the pictures.*

1 (queue)	2  (second floor)	3  (corner)	4 (corner)	5 (back/car)
6 (mirror)	7  (front)	8  (back row)	9 (left/right)	10 (farm)

1 What's Sue doing?
She's standing in a queue.
2 Sue lives in this building. Where's her flat exactly? . . . . . .
3 Where is the woman standing? . . . . . .
4 Where is the man standing? . . . . . .
5 Where's the dog? . . . . . .
6 What's the man doing?
He's looking . . . . . .
7 Ann is in this group of people. Where is she? . . . . . .
8 Tom is at the cinema. Where is he sitting? . . . . . .
9 a Where's the post office? . . . . . .
b And the bank? . . . . . .
10 Where does Kate work? . . . . . .

123.2 *Complete the sentences. Use* **in, at** *or* **on** + *one of the following:*

the west coast	**the world**	**the front row**	**the right**
the back of the envelope	**~~the sky~~**	**the back of the class**	**my way to work**

1 It was a lovely day. There wasn't a cloud in the sky.
2 In most countries people drive . . . . . .
3 What is the tallest building . . . . . .?
4 I usually buy a newspaper . . . . . in the morning.
5 San Francisco is . . . . . of the United States.
6 We went to the theatre last night. We had seats . . . . . .
7 I couldn't hear the teacher very well. She spoke quietly and I was sitting . . . . . .
8 When you send a letter, it is a good idea to write your name and address . . . . . .

123.3 *Complete the sentences with* **in, at** *or* **on.**

1 It can be dangerous when children play . . . . . the street.
2 If you walk to the end of the street, you'll see a small shop . . . . . the corner.
3 Is Tom . . . . . this photograph? I can't find him.
4 My office is . . . . . the first floor. It's . . . . . the left as you come out of the lift.
5 We normally use the front entrance but there's another entrance . . . . . the back.
6 A: Is there anything interesting . . . . . the paper today?
B: Well, there's an unusual photograph . . . . . the back page.
7 I love to look up at the stars . . . . . the sky at night.
8 *(in a restaurant)* 'Where shall we sit?' 'Over there, ... the corner.'
9 When I'm a passenger in a car, I prefer to sit . . . . . the front.
10 It's a very small village. You probably won't find it . . . . . your map.
11 Paris is . . . . . the river Seine.

UNIT 124

In/at/on (place) (3)

In bed / at home etc.

We say that somebody is **in bed / in hospital / in prison:**

- Mark isn't up yet. He's still **in bed.**
- Kay's mother is **in hospital.**

We say that somebody is **at home / at work / at school / at university / at college:**

- I'll be **at work** until 5.30 but I'll be **at home** all evening.
- Julia is studying chemistry **at university.**

Also **at sea** (= on a voyage). Compare **at sea** and **in the sea:**

- It was a long voyage. We were **at sea** for 30 days.
- I love swimming **in the sea.**

At a party / at a concert etc.

We say that somebody is **at** an *event* (**at a party / at a conference** etc.):

- Were there many people **at the party / at the meeting?**
- I saw Jack **at a football match / at a concert** last Saturday.

In and at for buildings

You can often use **in** or **at** with buildings. For example, you can eat **in a restaurant** or **at a restaurant.** We usually say **at** when we say *where an event takes place* (for example, a concert, a film, a party, a meeting, a sports event):

- We went to a concert **at the Royal Festival Hall.**
- The meeting took place **at the company's headquarters.**
- The film I want to see is showing **at the Odeon** (cinema).

We say **at the station / at the airport:**

- Don't meet me **at the station.** I can get a taxi.

We say at somebody's house:

- I was **at Judy's house** last night. *or* I was **at Judy's** last night.

Also: **at the doctor's, at the hairdresser's** etc.

We use **in** when we are thinking about the building itself:

- The rooms **in Judy's house** are very small. (*not* 'at Judy's house')
- I enjoyed the film but it was very cold **in the cinema.** (*not* 'at the cinema')

In and at for towns etc.

We normally use **in** with cities, towns and villages:

- Tom's parents live **in Nottingham.** (*not* 'at Nottingham')
- The Louvre is a famous art museum **in Paris.** (*not* 'at Paris')

But you can use **at** *or* **in** when you think of the place as *a point or station on a journey*:

- Do you know if this train stops **at** (*or* **in**) **Nottingham?** (= at Nottingham station)
- We stopped **at** (*or* **in**) **a small village** on the way to London.

On a bus / in a car etc.

We usually say **on a bus / on a train / on a plane / on a ship** *but* **in a car / in a taxi:**

- The bus was very full. There were too many people **on it.**
- George arrived **in a taxi.**

We say **on a bicycle / on a motorcycle / on a horse:**

- Mary passed me **on her bicycle.**

For **by bus / by car / by bicycle** etc., see Unit 127.

EXERCISES

24.1 *Complete the sentences about the pictures. Use* **in, at** *or* **on** *with the words below the pictures.*

1 (the airport)	2 (a train)	3 (a conference)	4 (hospital)
5 (the hairdresser)	6 (her bicycle)	7 (New York)	8 (the National Theatre)

1 You can hire a car **at the airport.**
2 Dave is _____.
3 Tessa is _____.
4 Martin is _____.
5 Judy is _____.
6 I saw Mary _____.
7 We spent a few days _____.
8 We saw a play _____.

24.2 *Complete the sentences. Use* **in, at** *or* **on** *+ one of the following:*

sea	hospital	bed	~~the station~~	the cinema
the plane	school	prison	the airport	the Sports Centre

1 My train arrives at 11.30. Can you meet me **at the station?**
2 I didn't feel very well when I woke up, so I stayed _____.
3 I think I'd like to see a film. What's on _____ this week?
4 Some people are _____ for crimes that they did not commit.
5 'What does your sister do? Has she got a job?' 'No, she's still _____.'
6 I play basketball _____ on Friday evenings.
7 A friend of mine was injured in an accident a few days ago. She's still _____.
8 Our flight was delayed. We had to wait _____ for four hours.
9 I enjoyed the flight but the food _____ wasn't very nice.
10 Bill works on ships. He is away _____ most of the time.

24.3 *Complete these sentences with* **in, at** *or* **on.**

1 I didn't see you _____ the party on Saturday. Where were you?
2 It was a very slow train. It stopped _____ every station.
3 I don't know where my umbrella is. Perhaps I left it _____ the bus.
4 Shall we travel _____ your car or mine?
5 The exhibition _____ the Museum of Modern Art finished on Saturday.
6 We stayed _____ a very nice hotel when we were _____ Amsterdam.
7 There were fifty rooms _____ the hotel.
8 Tom is ill. He wasn't _____ work today. He was _____ home _____ bed.
9 I wasn't in when you phoned. I was _____ my sister's house.
10 It's always too hot _____ my sister's house. The heating is always on too high.
11 I haven't seen Kate for some time. I last saw her _____ Dave's wedding.
12 Paul lives _____ London. He's a student _____ London University.

UNIT 125

To/at/in/into

A We say **go/come/travel** (etc.) **to** a place or event. For example:

go to America	go to bed	take (somebody) to hospital
return to Italy	go to the bank	come to my house
drive to the airport	go to a concert	be sent to prison

TO →

- When are your friends **returning to Italy**? (*not* 'returning in Italy')
- After the accident three people were **taken to hospital**.

In the same way we say: **on my way to...** / **a journey to...** / **a trip to...** / **welcome to...** etc.:

- **Welcome to** our country! (*not* 'welcome in')

Compare **to** (for *movement*) and **in/at** (for *position*):

- They are going **to** France. *but* They live **in** France.
- Can you come **to** the party? *but* I'll see you **at** the party.

B **Been to**

We usually say 'I've **been to** a place':

- I've **been to Italy** four times but I've never **been to Rome**.
- Ann has never been **to a football match** in her life.
- Jack has got some money. He has just **been to the bank**.

C **Get** and **arrive**

We say '**get to** a place':

- What time did they **get to London** / **get to work** / **get to the party**?

But we say '**arrive in...**' or '**arrive at...**' (*not* 'arrive to').

We say '**arrive in** a country or town/city':

- When did they **arrive in Britain** / **arrive in London**?

For other places (buildings etc.) or events, we say '**arrive at**':

- What time did they **arrive at the hotel** / **arrive at the party** / **arrive at work**?

D **Home**

We do not say 'to home'. We say **go home** / **come home** / **get home** / **arrive home** / **on the way home** etc. (no preposition):

- I'm tired. Let's **go home**. (*not* 'go to home')
- I met Caroline **on my way home**.

But we say 'be **at** home', 'stay **at** home', 'do something **at** home' etc. See Units 73C and 124A.

E **Into**

'**Go into...**', '**get into...**' etc. = 'enter' (a room / a building / a car etc.):

INTO →

- She **got into** the car and drove away.
- A bird **flew into** the kitchen through the window.

We sometimes use **in** (instead of **into**):

- Don't wait outside. **Come in the house**. (*or* **Come into** the house.)

Note that we say '**enter** a building / **enter** a room' etc. (*not* 'enter into')

The opposite of **into** is **out of**:

- She **got out of** the car and **went into** a shop.

Note that we usually say 'get **on/off** a bus / a train / a plane':

- She **got on the bus** and I never saw her again.

Been to → UNITS 7–8 **In/at/on** (place) → UNITS 122–124

EXERCISES

25.1 *Put in* to/at/in/into *where necessary. If no preposition is necessary leave an empty space (–).*

1 Three people were taken to hospital after the accident.
2 I met Caroline on my way – home. (*no preposition*)
3 We left our luggage . . the station and went to find something to eat.
4 Shall we take a taxi . the station or shall we walk?
5 I must go . . the bank today to change some money.
6 The river Rhine flows . . the North Sea.
7 I'm tired. As soon as I get home, I'm going . . . . . bed.
8 'Have you got your camera?' 'No, I left it . . home.'
9 Marcel is French. He has just returned France after two years . . . Brazil.
10 Are you going Linda's party next week?
11 Carl was born Chicago but his family moved . . . . . New York when he was three. He still lives New York.
12 Have you ever been China?
13 I had lost my key but I managed to climb . . . . . the house through a window.
14 We got stuck in a traffic jam on our way . . . . . the airport.
15 We had lunch the airport while we were waiting for our plane.
16 Welcome the hotel. We hope you enjoy your stay here.
17 *What do you say to someone visiting your town or country?* Welcome . !

25.2 *Have you been to these places? If so, how many times? Choose three of the places and write a sentence using* been to.

Athens Australia Ireland London Paris Rome Sweden the United States

1 *(example answers)* I've never been to Australia. / I've been to Australia three times.
2 . . . . . .
3 . . . . . .
4 . . . . . .

25.3 *Put in* to/at/in *where necessary. If no preposition is necessary leave an empty space (–).*

1 What time does this train get to London?
2 What time does this train arrive . . . . . London?
3 What time did you get . . . home last night?
4 What time do you usually arrive . . . . . work in the morning?
5 When we got . . the cinema, there was a long queue outside.
6 I arrived home feeling very tired.

25.4 *Write sentences using* got into / out of / on / off.

1 You were walking home. A friend passed you in her car. She saw you, stopped and offered you a lift. She opened the door. What did you do? I got into the car.
2 You were waiting for the bus. At last your bus came. The doors opened. What did you do then? I . . . . . .
3 You drove home in your car. You arrived at your house and parked the car. What did you do then? . . . . . .
4 You were travelling by train to Manchester. When the train got to Manchester, what did you do? . . . . . .
5 You needed a taxi. After a few minutes a taxi stopped for you. You opened the door. What did you do then? . . . . . .
6 You were travelling by air. At the end of your flight the plane landed at the airport and stopped. The doors were opened, you took your bag and stood up. What did you do then?

UNIT 126

On/in/at (other uses)

On holiday etc.

(be/go) **on holiday / on business / on a trip / on a tour / on a cruise** etc.:

- Tom's away at the moment. He's **on holiday** in France. (*not* 'in holiday')
- Did you go to Germany **on business** or **on holiday**?
- One day I'd like to go **on a world tour**.

Note that you can also say: 'go to a place **for a** holiday / **for my** holiday(s)':

- Tom has gone to France **for a holiday**. (*not* 'for holiday')
- Where are you going **for your holidays** next summer?

Other expressions with on

on television / on the radio:

- I didn't watch the news **on television**, but I heard it **on the radio**.

on the phone/telephone:

- You can't phone me. I'm not **on the phone**. (= I haven't got a phone.)
- I've never met her but I've spoken to her **on the phone**.

(be/go) **on strike / on a diet:**

- There are no trains today. The railway workers are **on strike**.
- I've put on a lot of weight. I'll have to go **on a diet**.

(be) **on fire:**

- Look! That car is **on fire**!

on the whole (= in general):

- Sometimes I have problems at work but **on the whole** I enjoy my job.

on purpose (= intentionally):

- I'm sorry. I didn't mean to annoy you. I didn't do it **on purpose**.

But: **by** mistake / **by** chance / **by** accident (see Unit 127).

Expressions with in

in the rain / in the sun (= sunshine) / **in the shade / in the dark / in bad weather** etc.:

- We sat **in the shade**. It was too hot to sit **in the sun**.
- Don't go out **in the rain**. Wait until it stops.

(write) **in ink / in biro / in pencil:**

- When you do the exam, you're not allowed to write **in pencil**.

Also: **in words, in figures, in BLOCK LETTERS** etc.:

- Please fill in the form **in block letters**.

(pay) **in cash:**

- I paid the bill **in cash**. *but* I paid **by** cheque / **by** credit card (see Unit 127).

(be/fall) **in love** (**with** somebody):

- Have you ever been **in love with** anybody?

in (my) opinion:

- **In my opinion**, the film wasn't very good.

At the age of... etc.

We say: **at** the age of... / **at** a speed of... / **at** a temperature of... etc. For example:

- Jill left school **at 16**. *or* ...**at the age** of 16.
- The train was travelling **at 120 miles an hour**. *or* ...**at a speed** of 120 miles an hour.
- Water boils **at 100 degrees celsius**.

At on/in (time) → UNITS 120–121 In/at on (place) → UNITS 122–124 By → UNIT 127

EXERCISES

26.1 *Complete the sentences using* on + *one of the following:*

business	strike	a tour	the whole	television
~~fire~~	holiday	a diet	the phone	purpose

1 Look! That car is on fire. ! Somebody call the fire brigade.
2 It's difficult to contact Sarah because she's not .
3 Workers at the factory have gone for better pay and conditions.
4 Soon after we arrived, we were taken of the city.
5 A: I'm going next week.
B: Are you? Where are you going? Somewhere nice?
6 I feel lazy this evening. Is there anything worth watching ?
7 I'm sorry. It was an accident. I didn't do it .
8 George has put on a lot of weight recently. I think he should go .
9 Jane's job involves a lot of travelling. She often has to go away .
10 A: How did your exams go?
B: Well, there were some difficult questions but they were OK.

26.2 *Complete the sentences using* in + *one of the following:*

block letters	cash	my opinion	the shade	cold weather	love	pencil

1 He likes to keep warm, so he doesn't go out much .
2 Diane never uses a pen. She always writes .
3 They fell with each other almost immediately and were married in a few weeks.
4 Please write your address clearly, preferably .
5 I don't like the sun. I prefer to sit .
6 Ann thought the restaurant was OK, but . it wasn't very good.
7 I hardly ever use a credit card or cheques. I prefer to pay for things .

26.3 *Put in the correct preposition:* on, in, at, *or* for.

1 Water boils at 100 degrees celsius.
2 When I was 14, I went a trip to France organised by my school.
3 I wouldn't like his job. He spends most of his time talking the phone.
4 Julia's grandmother died recently the age of 79.
5 Can you turn the light on, please? I don't want to sit the dark.
6 We didn't go holiday last year. We stayed at home.
7 I'm going to Scotland a short holiday next month.
8 I won't be here next week. I'll be holiday.
9 He got married 17, which is rather young to get married.
10 There was an interesting programme the radio this morning.
11 my opinion, violent films should not be shown television.
12 I wouldn't like to go a cruise. I think I'd get bored.
13 I mustn't eat too much. I'm supposed to be a diet.
14 In Britain, children start school the age of five.
15 There was panic when people realised that the building was fire.
16 The Earth travels round the Sun a speed of 107,000 kilometres an hour.
17 'Did you enjoy your holiday?' 'Not every minute, but the whole, yes.'
18 When you write a cheque, you have to write the amount words and figures.

UNIT 127

By

We use **by** in a number of different ways:

A

We use **by**... in many expressions to say *how* we do something. For example, you can:
send something **by post** do something **by hand**
pay **by cheque** / **by credit card** (*but* pay **in cash**)
or something can happen **by mistake** / **by accident** / **by chance** (*but* do something **on purpose**):

- Did you pay **by cheque** or **in cash**?
- We hadn't arranged to meet. We met **by chance**.

In these expressions we use **by** + *noun* without 'a' or 'the'. We say **by chance** / **by cheque** etc. (*not* 'by a chance / by a cheque').

B

In the same way we use **by**... to say how somebody travels:
by car / **by train** / **by plane** / **by boat** / **by ship** / **by bus** / **by bicycle** etc.
and **by road** / **by rail** / **by air** / **by sea** / **by underground**

- Liz usually goes to work **by bus**.
- Do you prefer to travel **by air** or **by train**?

But we say 'on foot':

- Did you come here **by car** or **on foot**?

You cannot use **by** if you say 'my car' / 'the train' / 'a taxi' etc. We use **by** + *noun* without 'a/the/my' etc. We say:
by car *but* **in** my car (*not* 'by my car')
by train *but* **on the** train (*not* 'by the train')

We use **in** for cars and taxis:

- They didn't come **in their car**. They came **in a taxi**.

We use **on** for bicycles and public transport (buses, trains etc.):

- We travelled **on the 6.45 train**.

C

We say 'something is done **by** somebody/something' (*passive* – see Units 41–43):

- Have you ever been bitten **by a dog**?
- The programme was watched **by millions of people**.

Compare **by** and **with**:

- The door must have been opened **with a key**. (*not* 'by a key')
  (= somebody used a key to open it)
- The door must have been opened **by somebody** with a key.

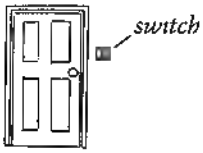
We say 'a play by Shakespeare', 'a painting by Rembrandt', 'a novel by Tolstoy' etc.

- Have you read any books by Agatha Christie?

D

By also means 'next to / beside':

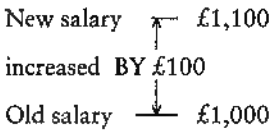
- Come and sit **by me**. (= beside me)
- 'Where's the light switch?' **'By the door.'**



E

Note the following use of **by**...:

- Clare's salary has just gone up **from** £1,000 a month **to** £1,100. So it has increased **by** £100 / **by ten per cent**.
- John and Roger had a race over 100 metres. Roger won **by** about **five metres**.



By -ing → UNIT 59B **By myself** → UNIT 81C **By** (time) → UNIT 119

EXERCISES

27.1 *Complete the sentences using* by + *one of the following:*
~~chance~~ chance cheque hand mistake satellite

1 We hadn't arranged to meet. We met by chance.
2 I didn't intend to take your umbrella. I took it _____.
3 I didn't put the pullover in the washing machine. I washed it _____.
4 If you haven't got any cash, you can pay _____.
5 The two cities were connected _____ for a television programme.
6 I never suspected anything. It was only _____ that I found out what had happened.

27.2 *Put in* by, in *or* on.

1 Liz usually goes to work by bus.
2 I saw Jane this morning. She was _____ the bus.
3 How did you get here? Did you come _____ train?
4 How did you get here? Did you come _____ the train?
5 I decided not to go _____ car. I went _____ my bike instead.
6 I didn't feel like walking home, so I came home _____ a taxi.
7 Sorry we're late. We missed the bus, so we had to come _____ foot.
8 How long does it take to cross the Atlantic _____ sea?

27.3 *Write three sentences like the examples. Write about a book, a song, a painting, a film etc.*

1 'War and Peace' is a book by Tolstoy.
2 'Romeo and Juliet' is a play by Shakespeare.
3 _____
4 _____
5 _____

27.4 *Put in the correct preposition:* by, in, on *or* with.

1 Who is that man standing _____ the window?
2 I managed to put the fire out _____ a fire extinguisher.
3 The plane was badly damaged _____ lightning.
4 These photographs were taken _____ a friend of mine.
5 These photographs were taken _____ a very good camera.
6 I don't mind going _____ car but I don't want to go _____ your car.
7 Shall we get a taxi or shall we go _____ foot?
8 What's that music? I know it's _____ Beethoven but I can't remember what it's called.
9 There was a small table _____ the bed _____ a lamp and a clock _____ it.
10 Our team lost the game only because of a mistake _____ one of our players.

27.5 *Complete the sentences using* by.

1 Clare's salary was £1,000 a month. Now it is £1,100.
Her salary has increased by £100 a month.
2 My daily newspaper used to cost 50 pence. From today it costs 60 pence.
The price has gone up _____
3 There was an election. Helen got 25 votes and Norman got 23.
Helen won _____
4 I went to Kate's house to see her but she had gone out five minutes before I arrived.
I missed _____

UNIT 128

Noun + preposition (reason **for**, cause **of** etc.)

Noun + for...

a **cheque FOR** (a sum of money):
- They sent me a **cheque for** £75.

a **demand FOR** / a **need FOR**...:
- The firm closed down because there wasn't enough **demand for** its product.
- There's no excuse for behaviour like that. There's no **need for** it.

a **reason FOR**...:
- The train was late but nobody knew the **reason** for the delay. (*not* 'reason of')

Noun + of...

an **advantage** / a **disadvantage OF**...:
- The **advantage of living alone** is that you can do what you like.

but we usually say: '**there is** an advantage **in** (*or* **to**) doing something':
- There **are** many advantages **in** (*or* **to**) living alone.

a **cause OF**...:
- Nobody knows what the **cause of** the explosion was.

a **photograph** / a **picture** / a **map** / a **plan** / a **drawing** (etc.) **OF**...:
- She showed me some **photographs of** her family.
- I had a **map of** the town, so I was able to find my way around.

Noun + in...

an **increase** / a **decrease** / a **rise** / a **fall IN** (prices etc.):
- There has been an **increase in** the number of road accidents recently.
- Last year was a bad year for the company. There was a big **fall in** sales.

Noun + to...

damage TO...:
- The accident was my fault, so I had to pay for the **damage to** the other car.

an **invitation TO**... (a party / a wedding etc.):
- Did you get an **invitation to** the party?

a **solution TO** (a problem) / a key **TO** (a door) / an **answer TO** (a question) / a **reply TO** (a letter) / a **reaction TO**...:
- Do you think we'll find a **solution to** the problem? (*not* 'a solution of the problem')
- I was surprised at her **reaction to** my suggestion.

an **attitude TO**... (*or* **TOWARDS**...):
- His **attitude to** his job is very negative. *or* His **attitude towards** his job...

Noun + with... / between...

a **relationship** / a **connection** / **contact WITH**...:
- Do you have a good **relationship with** your parents?
- The police want to question a man in **connection with** the robbery.

but: a relationship / a connection / contact / a difference **BETWEEN** two things or people:
- The police believe that there is no **connection between** the two crimes.
- There are some **differences between** British and American English.

EXERCISES

128.1 *Complete the second sentence so that it has the same meaning as the first.*

1 What caused the explosion? What was the cause *of the explosion?*
2 We're trying to solve the problem. We're trying to find a solution
3 Sue gets on well with her brother. Sue has a good relationship
4 Prices have gone up a lot. There has been a big increase
5 I don't know how to answer your question. I can't think of an answer
6 I don't think that a new road is necessary.
I don't think there is any need
7 The number of people without jobs fell last month.
Last month there was a fall
8 Nobody wants to buy shoes like these any more.
There is no demand
9 In what way is your job different from mine?
What is the difference ?

128.2 *Complete the sentences using one of the following nouns + the correct preposition.*

cause	connection	invitation	~~map~~	reason
damage	contact	key	pictures	reply

1 On the wall there were some pictures and a *map of* the world.
2 Thank you for the your party next week.
3 Since she left home two years ago, she has had little her family.
4 I can't open this door. Have you got a the other door?
5 The the fire at the hotel last night is still unknown.
6 I wrote to Jim last week, but I still haven't received a my letter.
7 The two companies are completely independent. There is no them.
8 Jane showed me some old the city as it looked 100 years ago.
9 Carol has decided to give up her job. I don't know her doing this.
10 It wasn't a bad accident. The the car wasn't serious.

128.3 *Complete the sentences with the correct preposition.*

1 There are some differences *between* British and American English.
2 Everything can be explained. There's a reason everything.
3 If I give you the camera, can you take a photograph me?
4 Money isn't the solution every problem.
5 There has been an increase the amount of traffic using this road.
6 When I opened the envelope, I was delighted to find a cheque £500.
7 The advantage having a car is that you don't have to rely on public transport.
8 There are many advantages being able to speak a foreign language.
9 When Paul left home, his attitude his parents seemed to change.
10 Bill and I used to be good friends but I don't have much contact him now.
11 There has been a sharp rise the cost of living in the past few years.
12 I'm sorry I haven't written to you for so long. The reason this is that I've been ill.
13 What was Emma's reaction the news?
14 Ken showed me a photograph the house where he lived as a child.
15 The company has rejected the workers' demands a rise pay.
16 What was the answer question 3 in the test?
17 The fact that Jane was offered a job has no connection the fact that her cousin is the managing director.

UNIT 129

Adjective + preposition (1)

A

It was **nice of you to...**

nice / kind / good / generous / polite / silly / stupid etc. **OF** somebody (to do something):

- Thank you. It was very **nice/kind of you** to help me.
- It is **stupid of her** to go out without a coat in such cold weather.

but (be) **nice / kind / good / generous / polite / friendly / cruel** etc. **TO** somebody:

- They have always been very **nice / kind to** me. (*not* 'with me')
- Why were you so **unfriendly to** Tessa?

B

Adjective + **about / with**

angry / annoyed / furious { **ABOUT** something / **WITH** somebody **FOR** doing something }

- It's stupid to get **angry about** things that don't matter.
- Are you **annoyed with** me **for** being late?

excited / worried / upset / nervous / happy etc. **ABOUT** something:

- Are you **excited about** going on holiday next week?
- Carol is **upset about** not being invited to the party.

delighted / pleased / satisfied / disappointed WITH something:

- I was **delighted with** the present you gave me.
- Were you **disappointed with** your exam results?

C

Adjective + **at / by / with**

surprised / shocked / amazed / astonished AT / BY something:

- Everybody was **surprised at** (*or* **by**) the news.
- I hope you weren't **shocked by** (*or* **at**) what I said.

impressed WITH / BY somebody/something:

- I'm very **impressed with** (*or* **by**) her English. It's very good.

fed up / bored WITH something:

- I don't enjoy my job any more. I'm **fed up with** it. / I'm **bored with** it.

D

sorry about / for

sorry ABOUT something:

- I'm **sorry about** the noise last night. We were having a party.

but usually **sorry FOR doing** something:

- I'm **sorry for shouting** at you yesterday.

You can also say 'I'm sorry I (did something)':

- I'm **sorry I shouted** at you yesterday.

We say '**to feel / to be sorry FOR** somebody':

- I **feel sorry for** George. He has a lot of problems.

Preposition + **-ing** → UNIT 59 Adjective + **to** → UNIT 64 Adjective + preposition (2) → UNIT 130

EXERCISES

129.1 *Write sentences using* **nice of..., kind of...** *etc.*

1	I went out in the cold without a coat.	(silly) ...That was silly of you.
2	Sue offered to drive me to the airport.	(nice) That was ... her.
3	I needed money and Ian gave me some.	(generous) That ...
4	They didn't invite us to their party.	(not very nice) That wasn't ...
5	Can I help you with your luggage?	(very kind) ... you.
6	Kevin didn't thank me for the present.	(not very polite) ...
7	They've had an argument and now they refuse to speak to each other.	(a bit childish) ...

129.2 *Complete the sentences using one of the following adjectives + the correct preposition:*

annoyed **annoyed** **astonished** **bored** ~~**excited**~~ **impressed** **kind** **sorry**

1 We're all ~~excited about~~ going on holiday next week.
2 Thank you for all your help. You've been very ... me.
3 I wouldn't like to be in her position. I feel ... her.
4 What have I done wrong? Why are you ... me?
5 Why do you always get so ... little things?
6 I wasn't very ... the service in the restaurant. We had to wait ages before our food arrived.
7 John isn't happy at college. He says he's ... the course he's doing.
8 I had never seen so many people before. I was ... the crowds.

129.3 *Put in the correct preposition.*

1 I was delighted ~~with~~ the present you gave me.
2 It was very nice ... you to do my shopping for me. Thank you very much.
3 Why are you always so rude ... your parents? Can't you be nice ... them?
4 It was a bit careless ... you to leave the door unlocked when you went out.
5 They didn't reply to our letter, which wasn't very polite ... them.
6 We always have the same food every day. I'm fed up ... it.
7 I can't understand people who are cruel ... animals.
8 We enjoyed our holiday, but we were a bit disappointed ... the hotel.
9 I was surprised ... the way he behaved. It was completely out of character.
10 I've been trying to learn Spanish but I'm not very satisfied ... my progress.
11 Linda doesn't look very well. I'm worried ... her.
12 Are you angry ... what happened?
13 I'm sorry ... what I said. I hope you're not angry ... me.
14 The people next door are furious ... us ... making so much noise last night.
15 Jill starts her new job next week. She's quite excited ... it.
16 I'm sorry ... the smell of paint in this room. I've just decorated it.
17 I was shocked ... what I saw. I'd never seen anything like it before.
18 The man we interviewed for the job was intelligent but we weren't very impressed ... his appearance.
19 Are you still upset ... what I said to you yesterday?
20 He said he was sorry ... the situation but there was nothing he could do.
21 I felt sorry ... the children when we went on holiday. It rained every day and they had to spend most of the time indoors.

UNIT 130

Adjective + preposition (2)

Adjective + **of** (1)

afraid / frightened / terrified / scared OF...:
- 'Are you **afraid of** dogs?' 'Yes, I'm **terrified of** them.'

fond / proud / ashamed / jealous / envious OF...:
- Why are you always so **jealous of** other people?

suspicious / critical / tolerant OF...:
- He didn't trust me. He was **suspicious of** my intentions.

Adjective + **of** (2)

aware / conscious OF...:
- 'Did you know he was married?' 'No, I wasn't **aware of** that.'

capable / incapable OF...:
- I'm sure you are **capable of** passing the examination.

full OF... / short OF...:
- The letter I wrote was **full of** mistakes. (*not* 'full with')
- I'm a bit **short of** money. Can you lend me some?

typical OF...:
- He's late again. It's **typical of** him to keep everybody waiting.

tired OF...:
- Come on, let's go! I'm **tired of** waiting. (= I've had enough of waiting)

certain / sure OF *or* **ABOUT...:**
- I think she's arriving this evening but I'm not **sure of** that. (*or* ...**sure about** that.)

Adjective + **at / to / from / in / on / with / for**

good / bad / excellent / brilliant / hopeless (etc.) **AT...:**
- I'm not very **good at** repairing things. (*not* 'good in repairing things')

married / engaged TO...:
- Linda is **married to** an American. (*not* 'married with')

but
- Linda is married **with three children**. (= she is married and has three children)

similar TO...:
- Your writing is **similar to** mine.

different FROM (*or* **TO**)**...:**
- The film was **different from** what I'd expected. (*or* ...**different to** what I'd expected.)

interested IN...:
- Are you **interested in** art?

keen ON...:
- We stayed at home because Cathy wasn't very **keen on** going out.

dependent ON... (*but* '**independent OF...**'):
- I don't want to be **dependent on** anybody.

crowded WITH (people etc.):
- The city centre was **crowded with** tourists. (*but* '**full of** tourists')

famous FOR...:
- The Italian city of Florence is **famous for** its art treasures.

responsible FOR...:
- Who was **responsible for** all that noise last night?

Preposition + -Ing → UNIT 59 Afraid of... to... → UNIT 65A Adjective + preposition (1) → UNIT 129
American English → APPENDIX 7

EXERCISES

130.1 *Complete the second sentence so that it has the same meaning as the first one.*

1 There were lots of tourists in the city centre. The city centre was crowded with tourists.
2 There was a lot of furniture in the room. The room was full . . . . . .
3 I don't like sport very much. I'm not very keen . . . . . .
4 We haven't got enough time. We're a bit short . . . . . .
5 I'm not a very good tennis player. I'm not very good . . . . . .
6 Catherine's husband is Russian. Catherine is married . . . . . .
7 I don't trust Robert. I'm suspicious . . . . . .
8 My problem is not the same as yours. My problem is different . . . . . .

130.2 *Complete the sentences with one of the following adjectives + the correct preposition:*
afraid different interested proud responsible similar ~~sure~~

1 I think she's arriving this evening but I'm not sure of that.
2 Your camera is . . . . mine but it isn't exactly the same.
3 Don't worry. I'll look after you. There's nothing to be . . . . .
4 'Do you want to watch the news on television?' 'No, I'm not . . . . . the news.'
5 The editor is the person who is . . . . . what appears in a newspaper.
6 Mrs Davis is a very keen gardener. She's very . . . . . her garden and loves showing it to visitors.
7 I was surprised when I met her for the first time. She was . . . . . what I expected.

130.3 *Put in the correct preposition.*

1 The letter I wrote was full of mistakes.
2 My home town is not especially interesting. It's not famous . . . . . anything.
3 Kate is very fond . . . . . her younger brother.
4 I don't like going up ladders. I'm afraid . . . . . heights.
5 You look bored. You don't seem interested . . . . . what I'm saying.
6 Did you know that Liz is engaged . . . . . a friend of mine?
7 I'm not ashamed . . . . . what I did. In fact I'm quite proud . . . . . it.
8 I suggested we should all go out for a meal but nobody else was keen . . . . . the idea.
9 These days everybody is aware . . . . . the dangers of smoking.
10 The station platform was crowded . . . . . people waiting for the train.
11 She's much more successful than I am. Sometimes I feel a bit jealous . . . . . her.
12 I'm tired . . . . . doing the same thing every day. I need a change.
13 Do you know anyone who might be interested . . . . . buying an old car?
14 We've got plenty to eat. The fridge is full . . . . . food.
15 She is a very honest person. I don't think she is capable . . . . . telling a lie.
16 I'm not surprised she changed her mind at the last moment. That's typical . . . . . her.
17 Our house is similar . . . . . yours. Perhaps yours is a bit larger.
18 John has no money of his own. He's totally dependent . . . . . his parents.

130.4 *Write sentences about yourself. Are you good at these things or not? Use:*
brilliant very good quite good not very good hopeless

1 (repairing things) I'm not very good at repairing things.
2 (telling jokes) . . . . . .
3 (mathematics) . . . . . .
4 (remembering names) . . . . . .

UNIT 131

Verb + preposition (1) **at** and **to**

A *Verb* + **at**

look / have a look / stare / glance (etc.) **AT…:**
- Why are you **looking at** me like that?

laugh / smile AT…:
- I look stupid with this haircut. Everybody will **laugh at** me.

aim / point (something) **AT…, shoot / fire** (a gun) **AT…** (= 'in the direction of'):
- Don't **point** that knife **at** me. It's dangerous.
- We saw some people with guns **shooting at** birds.

B *Verb* + **to**

talk / speak TO (somebody) ('with' is also possible but less usual):
- Who was that man you were **talking to**?
- Can I **speak to** Jane, please?

listen TO…:
- We spent the evening **listening to** music. (*not* 'listening music')

write (a letter) **TO…:**
- Sorry I haven't **written to** you for such a long time.

but **phone/telephone** somebody (no preposition):
- Did you **phone your father** yesterday? (*not* 'phone to your father')

invite (somebody) **TO** (a party / a wedding etc.):
- They only **invited** a few people **to** their wedding.

C Some verbs can be followed by **at** or **to**, with a difference of meaning. For example:

shout AT somebody (*when you are angry*):
- She got very angry and started **shouting at** me.

shout TO somebody (*so that they can hear you*):
- She **shouted to** me from the other side of the street.

throw something **AT** somebody/something (*in order to hit them*):
- Somebody **threw** an egg **at** the minister.

throw something **TO** somebody (*for somebody to catch*):
- Judy shouted 'Catch!' and **threw** the keys **to** me from the window.

D **Explain / describe / apologise**

We say **explain** something (**TO** somebody):
- Can you **explain** this word **to** me? (*not* 'explain me this word')

also: '**explain** (**to** somebody) **that / what / how / why…**':
- I **explained to them what** I wanted them to do. (*not* 'I explained them')

Describe is similar:
- Let me **describe to you what** I saw.

Note that we say '**apologise TO** somebody (for…)':
- He **apologised to** me. (*not* 'He apologised me')

but '**thank** somebody (for something)', '**ask** somebody (for something)':
- He **asked** me for money. (*not* 'He asked to me')

Verb + preposition (2)–(4) → UNITS 132–135 Other verbs + **to** → UNIT 135D American English → APPENDIX 7

EXERCISES

131.1 *Complete the sentences. Choose one of the following verbs (in the correct form) + the correct preposition:*

~~explain~~ invite ~~laugh~~ listen point glance speak throw throw write

1 I look stupid with this haircut. Everybody will laugh at me.
2 I don't understand what this means. Can you explain it to me?
3 I ... my watch to see what the time was.
4 We've been ... the party but unfortunately we can't go.
5 Please ... me! I've got something important to tell you.
6 Don't ... stones ... the birds! It's cruel.
7 If you don't want to eat that sandwich, ... it ... the birds. They'll eat it.
8 Sally and Kevin had an argument and now they're not ... one another.
9 I ... Joanna last week but she hasn't replied to my letter yet.
10 Be careful with those scissors! Don't ... them ... me!

131.2 *Put in* to *or* at *where necessary.*

1 They only invited a few people to their wedding.
2 Look ... these flowers. Aren't they pretty?
3 Please don't shout ... me! Be nice to me!
4 I saw Sue as I was cycling along the road. I shouted ... her but she didn't hear me.
5 Don't listen ... what he says. He doesn't know what he's talking about.
6 Can I speak ... you for a moment? There's something I want to ask you.
7 Do you think I could have a look ... your newspaper, please?
8 I'm a bit lonely. I need somebody to talk ...
9 She was so angry she threw a chair ... me.
10 The woman sitting opposite me on the train kept staring ... me.

131.3 *You ask somebody to explain some things that you don't understand. Write sentences using* **explain** (something) **to me** *or* **explain to me** (how/what... *etc.*).

1 (I don't understand this word.) Can you explain this word to me?
2 (I don't understand what you mean.) Can you explain to me what you mean?
3 (I don't understand this question.) Can you explain ...
4 (I don't understand the system.) Can ...
5 (I don't understand how this machine works.)
...
6 (I don't understand what your problem is.)
...

131.4 *Put in* to *where necessary. If the sentence is already complete, leave an empty space (–).*

1 I know who she is but I've never spoken to her.
2 George won't be able to help you, so there's no point in asking – him.
3 I like to listen ... the radio while I'm having breakfast.
4 We'd better phone ... the restaurant to reserve a table.
5 I apologised ... Bridget for the misunderstanding.
6 Don't forget to write ... me while you're away.
7 I thanked ... everybody for all the help they had given me.
8 I explained ... everybody what they had to do.
9 Mike described ... me how the accident happened.
10 I'd like to ask ... you some questions.

UNIT 132

Verb + preposition (2) **about/for/of/after**

A *Verb* + about

talk ABOUT... / read ABOUT... / tell somebody ABOUT... / have a discussion ABOUT...:
- We talked about a lot of things at the meeting.

but 'discuss something' (no preposition):
- We discussed a lot of things at the meeting. (*not* 'discussed about')

also: 'do something ABOUT something' (= do something to improve a bad situation):
- If you're worried about the problem, you should do something about it.

B Care about, care for and take care of

care ABOUT somebody/something (= think that somebody/something is important):
- He's very selfish. He doesn't care about other people.

We say 'care what/where/how' (etc.) (without 'about'):
- You can do what you like. I don't care what you do.

care FOR somebody/something:

i) = like something (usually in questions and negative sentences):
- Would you care for a cup of coffee? (= Would you like...?)
- I don't care for very hot weather. (= I don't like...)

ii) = look after somebody:
- Albert is 85 and lives alone. He needs somebody to care for him.

take care OF... (= look after):
- Have a nice holiday. Take care of yourself! (= look after yourself)

C *Verb* + for

ask (somebody) FOR...:
- I wrote to the company asking them for more information about the job.

but
- I asked her a question. / They asked me the way to the station. (no preposition)

apply (TO a person, a company etc.) FOR (a job etc.):
- I think this job would suit you. Why don't you apply for it?

wait FOR... / wait FOR something to happen:
- Don't wait for me. I'll join you later.
- I'm not going out yet. I'm waiting for the rain to stop.

search (a person / a place / a bag etc.) FOR...:
- I've searched (the house) for my keys but I still can't find them.

leave (a place) FOR (another place):
- I haven't seen her since she left (home) for work this morning. (*not* 'left to work')

D Look for and look after

look FOR... (= search for, try to find):
- I've lost my keys. Can you help me to look for them?

look AFTER... (= take care of):
- Albert is 85 and lives alone. He needs somebody to look after him. (*not* 'look for')
- You can borrow this book if you promise to look after it.

Verbs + about/of (think/hear etc.) → UNIT 133 Other verbs + for → UNIT 134B

EXERCISES

132.1 *Put in the correct preposition. If no preposition is needed, leave the space empty (–).*

1 I'm not going out yet. I'm waiting for the rain to stop.
2 You're always asking me money. Ask somebody else for a change.
3 I've applied a job at the factory. I don't know if I'll get it.
4 If I want a job at the factory, who do I apply ?
5 I've searched everywhere John but I haven't been able to find him.
6 I don't want to talk what happened last night. Let's forget it.
7 I don't want to discuss what happened last night. Let's forget it.
8 We had an interesting discussion the problem but we didn't reach a decision.
9 We discussed the problem but we didn't reach a decision.
10 I don't want to go out yet. I'm waiting the post to arrive.
11 Keith and Sonia are touring Europe. They're in Rome at the moment, but tomorrow they leave Venice.
12 The roof of the house is in very bad condition. I think we ought to do something it.
13 We waited Jim for half an hour but he never came.
14 Tomorrow morning I have to catch a plane. I'm leaving my house the airport at 7.30.

132.2 *Complete the sentences with one of the following verbs (in the correct form) + preposition:*
apply ask do leave look ~~search~~ talk wait

1 Police are searching for the man who escaped from prison.
2 We're still a reply to our letter. We haven't heard anything yet.
3 George likes his job but he doesn't it much.
4 When I'd finished my meal, I the waiter the bill.
5 Kate is unemployed. She has several jobs but she hasn't had any luck.
6 If something is wrong, why don't you something it?
7 Linda's car is very old but it's in excellent condition. She it well.
8 Diane is from Boston but now she lives in Paris. She Boston Paris when she was 19.

132.3 *Put in the correct preposition after* **care**. *If no preposition is needed, leave the space empty (–).*

1 He's very selfish. He doesn't care about other people.
2 Are you hungry? Would you care something to eat?
3 She doesn't care the examination. She's not worried whether she passes or fails.
4 Please let me borrow your camera. I promise I'll take good care it.
5 'Do you like this coat?' 'Not really. I don't care the colour.'
6 Don't worry about arranging our holiday. I'll take care that.
7 I want to have a good holiday. I don't care the cost.
8 I want to have a good holiday. I don't care how much it costs.

132.4 *Complete the sentences with* **look for** *or* **look after**. *Use the correct form of* **look**.

1 I looked for my keys but I couldn't find them anywhere.
2 Kate is a job. I hope she finds one soon.
3 Who you when you were ill?
4 I'm Elizabeth. Have you seen her?
5 All the car parks were full, so we had to somewhere to park.
6 A baby-sitter is somebody who other people's children.

UNIT 133

Verb + preposition (3) **about** and **of**

Some verbs can be followed by **about** or **of**, usually with a difference of meaning:

A

dream ABOUT...:
- I **dreamt about** you last night. (when I was asleep)

dream OF being something / doing something (= imagine):
- I often **dream of** being rich.
- 'Don't tell anyone what I said.' 'No, I **wouldn't dream of** it.' (= I would never do it)

B

hear ABOUT... (= be told about something):
- Did you **hear about** the fight in the club on Saturday night?

hear OF... (= know that somebody/something exists):
- 'Who is Tom Madely?' 'I've no idea. I've never heard of him.' (*not* 'heard from him')

Also: **hear FROM...** (= receive a letter or phone call from somebody):
- 'Have you **heard from** Jane recently?' 'Yes, I got a letter from her a few days ago.'

C

think ABOUT... and think OF...

When you **think ABOUT** something, you *consider* it, you *concentrate your mind* on it:
- You look serious. What are you **thinking about**?
- 'Will you lend me the money?' 'I'll **think about** it.'

When you **think OF** something, the idea *comes* to your mind:
- He told me his name but I can't **think of** it now. (*not* 'think about it')
- That's a good idea. Why didn't I **think of** that? (*not* 'think about that')

We also use **think of** when we ask or give an opinion:
- 'What did you **think of** the film?' 'I didn't **think** much **of** it.'

The difference is sometimes very small. Often you can use **of** or **about**:
- When I'm alone, I often **think of** (*or* **about**) you.

You can say '**think of** *or* **think about** doing something' (for possible future actions):
- My sister is **thinking of** (*or* **about**) going to Canada. (= she is considering it)

D

remind somebody **ABOUT...** (= tell somebody not to forget):
- I'm glad you **reminded** me **about** the meeting. I had completely forgotten it.

remind somebody **OF...** (= cause somebody to remember):
- This house **reminds** me **of** the one I lived in when I was a child.
- Look at this photograph of Richard. Who does he **remind** you **of**?

E

complain (TO somebody) **ABOUT...** (= say that you are not satisfied):
- We **complained to** the manager of the restaurant **about** the food.

complain OF a pain, an illness etc. (= say that you have a pain etc.):
- We called the doctor because George was **complaining of** a pain in his stomach.

F

warn somebody **OF/ABOUT** *a danger, something bad which might happen*:
- Everybody has been **warned of/about** the dangers of smoking.

warn somebody **ABOUT** *somebody/something which is dangerous, unusual* etc.:
- I knew he was a strange person. I had been **warned about** him. (*not* 'warned of him')
- Vicky **warned** us **about** the traffic. She said it would be bad.

Remind/warn somebody **to...** → UNIT 54B **Warn** somebody **against** ... → UNIT 61C

EXERCISES

133.1 *Put in the correct preposition.*

1 Did you hear about what happened at the party on Saturday?
2 'I had a strange dream last night.' 'Did you? What did you dream ?'
3 Our neighbours complained us the noise we made last night.
4 Ken was complaining pains in his chest, so he went to the doctor.
5 I love this music. It reminds me a warm day in spring.
6 He loves his job. He thinks his job all the time, he dreams it, he talks it and I'm fed up with hearing it.
7 I tried to remember the name of the book but I couldn't think it.
8 Janet warned me the water. She said it wasn't safe to drink
9 We warned our children the dangers of playing in the street.

133.2 *Complete the sentences using one of the following verbs (in the correct form) + the correct preposition:* **complain dream hear remind remind ~~think~~ think warn**

1 That's a good idea. Why didn't I think of that?
2 Bill is never satisfied. He is always something.
3 I can't make a decision yet. I need time to your proposal.
4 Before you go into the house, I must you the dog. He is very aggressive sometimes, so be careful.
5 She's not a well-known singer. Not many people have her.
6 A: You wouldn't go away without telling me, would you?
B: Of course not. I wouldn't it.
7 I would have forgotten my appointment if Jane hadn't me it.
8 Do you see that man over there? Does he you anybody you know?

133.3 *Complete the sentences using* **hear** *or* **heard** *+ the correct preposition* (**about/of/from**).

1 I've never heard of Tom Madely. Who is he?
2 'Did you the accident last night?' 'Yes, Vicky told me.'
3 Jill used to write to me quite often but I haven't her for ages now.
4 A: Have you a writer called William Hudson?
B: No, I don't think so. What sort of writer is he?
5 Thank you for your letter. It was good to you again.
6 'Do you want to our holiday?' 'Not now. Tell me later.'
7 I live in a very small town in the north of England. You've probably never it.

133.4 *Complete the sentences using* **think about** *or* **think of**. *Use the correct form of* **think**.

1 You look serious. What are you thinking about?
2 I like to have time to make decisions. I like to things carefully.
3 He's a very selfish person. He only himself.
4 I don't know what to get Ann for her birthday. Can you anything?
5 A: I've finished reading the book you lent me.
B: Have you? What did you it? Did you like it?
6 We're going out for a meal this evening. Would you like to come?
7 I don't really want to go out with Ian tonight. I'll have to an excuse.
8 Carol is rather homesick. She's always her family back home.
9 When I was offered the job, I didn't accept immediately. I went away and it for a while. In the end I decided to take the job.
10 I don't much this coffee. It's like water.

UNIT 134

Verb + preposition (4) **of/for/from/on**

A *Verb* + of

accuse / suspect somebody **OF**...:
- Sue **accused** me **of** being selfish.
- Three students were **suspected of** cheating in the examination.

approve OF...:
- His parents don't **approve of** what he does, but they can't stop him.

die OF (an illness):
- 'What did he **die of**?' 'A heart attack.'

consist OF...:
- We had an enormous meal. It **consisted** of seven courses.

B *Verb* + for

pay (somebody) **FOR**...:
- I didn't have enough money to **pay** (the waiter) **for** the meal. (*not* 'pay the meal')

but '**pay** a bill / a fine / a tax / a fare / rent / a sum of money etc. (*no* preposition):
- I didn't have enough money to **pay my telephone bill**.

thank / forgive somebody **FOR**...:
- I'll never **forgive** them **for** what they did.

apologise (to somebody) **FOR**...:
- When I realised I was wrong, I **apologised** (to them) for my mistake.

blame somebody/something **FOR**...:
- Everybody **blamed** me **for** the accident.

also: 'somebody is **to blame** for...':
- Everybody said that I was **to blame** for the accident.

also: **blame** something **ON**...:
- Everybody **blamed** the accident **on** me.

C *Verb* + from

suffer FROM (an illness etc.):
- The number of people **suffering from** heart disease has increased.

protect somebody/something **FROM** (*or* **AGAINST**)...:
- Sun oil can **protect** the skin **from** the sun. (*or* ...**against** the sun.)

D *Verb* + on

depend ON... / rely ON...:
- 'What time will you arrive?' 'I don't know. It **depends on** the traffic.'
- You can **rely on** Jill. She always keeps her promises.

You can use **depend** + **when/where/how** etc (question words) with or without **on**:
- 'Are you going to buy it?' 'It **depends how** much it is.' (or depends on how much)

live ON (money/food):
- George's salary is very low. It isn't enough to **live on**.

congratulate (someone) **ON.../compliment** somebody **ON**...:
- I **congratulated** her **on** her success in the exam.

Verb + preposition + **-ing** → UNIT 61 Other verbs + **for** → UNIT 132 Other verbs + **on** → UNIT 135E

EXERCISES

134.1 *Complete the second sentence so that it means the same as the first.*

1 Sue said I was selfish. Sue accused me of being selfish.
2 The misunderstanding was my fault, so I apologised.
I apologised
3 She won the tournament, so I congratulated her.
I congratulated her
4 He has enemies but he has a bodyguard to protect him.
He has a bodyguard to protect him
5 There are 11 players in a football team.
A football team consists
6 She eats only bread and eggs. She lives

Complete the second sentence using **for** *or* **on**. *(These sentences all have* **blame**.*)*

7 Kay said that what happened was Jim's fault. Kay blamed Jim for what happened.
8 You always say everything is my fault. You always blame me
9 Do you think the economic crisis is the fault of the government?
Do you blame the government
10 I think the increase in violent crime is because of television.
I blame the increase in

Now rewrite sentences 9 and 10 using **...to blame for...** .

11 (9) Do you think the government
12 (10) I think that

134.2 *Complete the sentences using one of the following verbs (in the correct form) + the correct preposition:*

accuse **apologise** ~~**approve**~~ **congratulate** **depend** **live** **pay**

1 His parents don't approve of what he does, but they can't stop him.
2 When you went to the theatre with Paul, who the tickets?
3 It's not very pleasant when you are something you didn't do.
4 'Are you playing tennis tomorrow?' 'I hope so. It the weather.'
5 Things are very cheap there. You can very little money.
6 When I saw Dave, I him passing his driving test.
7 You were very rude to Fiona. Don't you think you should her?

134.3 *Put in the correct preposition. If no preposition is necessary, leave the space empty (–).*

1 Three students were suspected of cheating in the examination.
2 Sally is often not well. She suffers very bad headaches.
3 You know that you can rely me if you ever need any help.
4 It is terrible that some people are dying hunger while others eat too much.
5 Are you going to apologise what you did?
6 The accident was my fault, so I had to pay the damage.
7 I didn't have enough money to pay the bill.
8 I complimented her her English. She spoke fluently and made very few mistakes.
9 She hasn't got a job. She depends her parents for money.
10 I don't know whether I'll go out tonight. It depends how I feel.
11 They wore warm clothes to protect themselves the cold.
12 The apartment consists three rooms, a kitchen and bathroom.

UNIT
135 Verb + preposition (5) **in/into/with/to/on**

A *Verb* + in

believe IN...:
- Do you **believe in** God? (= do you believe that God exists?)
- **I believe in** saying what I think. (= I believe it is right to say what I think)

specialise IN...:
- Helen is a lawyer. She **specialises in** company law.

succeed IN...:
- I hope you **succeed in** finding the job you want.

B *Verb* + into

break INTO...:
- Our house was **broken into** a few days ago but nothing was stolen.

crash / drive / bump / run INTO...:
- He lost control of the car and **crashed into** a wall.

divide / cut / split something **INTO** (two or more parts):
- The book is **divided into** three parts.
- **Cut** the meat **into** small pieces before frying it.

translate (a book etc.) **FROM** one language **INTO** another:
- George Orwell's books have been **translated into** many languages.

C *Verb* + with

collide WITH...:
- There was an accident this morning. A bus **collided with** a car. (*but* 'crashed into')

fill something **WITH...** (but **full of...** – see Unit 130B):
- Take this saucepan and **fill** it **with** water.

provide / supply somebody **WITH...:**
- The school **provides** all its students **with** books.

D *Verb* + to

happen TO...:
- What **happened to** that gold watch you used to have? (= where is it now?)

prefer one thing/person **TO** another:
- **I prefer** tea **to** coffee.

E *Verb* + on

concentrate ON...:
- Don't look out of the window. **Concentrate on** your work.

insist ON...:
- I wanted to go alone but they **insisted on** coming with me.

spend (money) **ON...:**
- How much money do you **spend on** food each week?

Verb + preposition + **-ing** → UNIT 61 Other verbs + **to** → UNIT 131 Other verbs + **on** → UNIT 134D

EXERCISES

135.1 *Complete the second sentence so that it means the same as the first.*

1 There was a collision between a bus and a car. A bus collided with a car.
2 I don't mind big cities but I prefer small towns.
I prefer . . . . . .
3 I got all the information I needed from Jill.
Jill provided me . . . . .
4 This morning I bought a pair of shoes which cost £60.
This morning I spent . . . . .

135.2 *Complete the sentences using one of the following verbs (in the correct form) + the correct preposition:*

believe concentrate divide drive fill happen ~~insist~~ succeed

1 I wanted to go alone but Sue insisted on . coming with me.
2 I haven't seen Harry for ages. I wonder what has . . . . . him.
3 I was driving along when the car in front of me stopped suddenly. Unfortunately, I couldn't stop in time and . . . . . the back of it.
4 It's a very large house. It's . . . . . four flats.
5 I don't . . . . . ghosts. I think people only imagine that they see them.
6 Steve gave me an empty bucket and told me to . . . . . it . . . . . water.
7 Don't try and do two things together. . . . . one thing at a time.
8 It wasn't easy but in the end we . . . . finding a solution to the problem.

135.3 *Put in the correct preposition.*

1 The school provides all its students with books.
2 A strange thing happened . . . . . me a few days ago.
3 Mark decided to give up sport so that he could concentrate . . . . . his studies.
4 I don't believe . . . . . working very hard. It's not worth it.
5 My present job isn't wonderful, but I prefer it . what I did before.
6 I hope you succeed . . . . . getting what you want.
7 As I was coming out of the room, I collided . . . . somebody who was coming in.
8 There was an awful noise as the car crashed . . . . . a tree.
9 Jim is a photographer. He specialises . . . . . sports photography.
10 Do you spend much money . . . . . clothes?
11 The country is divided . . . . . six regions.
12 I prefer travelling by train . . . . . driving. It's much more pleasant.
13 Somebody broke . . . . . my car and stole the radio.
14 I felt quite cold but Peter insisted . . . . . having the window open.
15 Some words are difficult to translate . . . . . one language . . . . . another.
16 What happened . . . . . the money I lent you? What did you spend it . . . . . ?
17 The teacher decided to split the class . . . . . four groups.
18 I filled the tank but unfortunately I filled it . . . . . the wrong kind of petrol.

135.4 *Use your own ideas to complete these sentences. Use a preposition.*

1 I wanted to go out alone but my friend insisted on coming with me.
2 I spend quite a lot of money . . . . . .
3 I saw the accident. The car crashed . . . . . .
4 Sarah prefers basketball . . . . . .
5 Shakespeare's plays have been translated . . . . . .

UNIT 136

Phrasal verbs (**get up** / **break down** / **fill in** etc.)

A We often use verbs with the following words:

in	**on**	**up**	**away**	**round**	**about**	**over**	**by**
out	**off**	**down**	**back**	**through**	**along**	**forward**	

So you can say **put out** / **get on** / **take off** / **run away** etc. These verbs are *phrasal verbs*.

We often use **out/off/up** etc. with verbs of movement. For example:

- **get on** • The bus was full. We couldn't **get on**.
- **drive off** • A woman got into the car and **drove off**.
- **come back** • Sally is leaving tomorrow and **coming back** on Saturday.
- **turn round** • When I touched him on the shoulder, he **turned round**.

But often the second word (**out/off/up** etc.) gives a special meaning to the verb. For example:

- **break down** • Sorry I'm late. The car **broke down**. (= the engine stopped working)
- **look out** • **Look out!** There's a car coming. (= be careful)
- **take off** • It was my first flight. I was nervous as the plane **took off**. (= went into the air)
- **get up** • I was very tired this morning. I couldn't **get up**. (= get out of bed)
- **get on** • How was the exam? How did you **get on**? (= how did you do?)
- **get by** • My French isn't very good but it's enough to **get by**. (= to manage)

B Sometimes a phrasal verb is followed by a *preposition*. For example:

phrasal verb	*preposition*	
run away	**from**	• Why did you **run away from** me?
keep up	**with**	• You're walking too fast. I can't **keep up with** you.
look forward	**to**	• Are you **looking forward to** your holiday?
cut down	**on**	• Jack is trying to **cut down on** smoking. (= reduce smoking)

C Sometimes a phrasal verb has an *object*. Usually there are two possible positions for the object. So you can say:

I **turned off** *object* the light. *or* I **turned** *object* the light **off**.

If the object is a *pronoun* (**it/them/me/him** etc.), only one position is possible:

I **turned** it **off**. (*not* 'I turned off it')

Some more examples:

- Could you { **fill in** this form? / **fill** this form **in**? }

but They gave me a form and told me to **fill it in**. (*not* 'fill in it')

- The police got into the house by { **breaking down** the door. / **breaking** the door **down**. }

but The door wasn't locked. Why did the police **break it down**? (*not* 'break down it')

- I think I'll { **throw away** these newspapers. / **throw** these newspapers **away**. }

but Do you want these newspapers or shall I **throw them away**? (*not* 'throw away them')

- Don't { **wake up** the baby. / **wake** the baby **up**. }

but The baby is asleep. Don't **wake her up**. (*not* 'wake up her')

EXERCISES

136.1 *Complete the sentences using one of these phrasal verbs (in the correct form):*

~~**break down**~~	**drop out** (= stop taking part in something)
clear up (= become brighter – *for weather*)	**move in** (= start living in a house etc.)
close down (= go out of business)	**show off** (= show how clever you are)
doze off (= fall asleep)	**turn up** (= appear/arrive)

1 Sorry I'm late. The car broke down on the way here.
2 I arranged to meet Jane after work last night but she didn't _____.
3 'We've bought a new house.' 'Oh, have you? When are you _____?'
4 There used to be a shop at the end of the street but it _____ a year ago.
5 I ran in a marathon last week but I wasn't fit enough. I _____ after 15 kilometres.
6 We all know how wonderful you are. There's no need to _____.
7 I was very tired. I sat in an armchair and _____.
8 The weather is horrible at the moment, isn't it? I hope it _____ later.

136.2 *Complete the sentences using a word from List A and a word from List B. You need to use some words more than once.*

A: **away back forward on out up** *B:* **at of to with**

1 You're walking too fast. I can't keep up with you.
2 My holidays are nearly over. Next week I'll be _____ work.
3 We've nearly run _____ money. We've got very little left.
4 Martin isn't very happy in his job because he doesn't get _____ his boss.
5 I love to look _____ the stars in the sky at night.
6 Are you looking _____ the party next week?
7 There was a bank robbery last week. The robbers got _____ £30,000.

136.3 *Complete the sentences using one of these verbs (in the correct form) + it/them/her/you:*

cross out	**give away**	**make up**	**turn down** (= refuse)
~~**fill in**~~	**give back**	**show round**	**see off** (= see somebody leave)

1 They gave me a form and told me to fill it in.
2 If you make a mistake on the form, just _____
3 The story she told you wasn't true. She _____
4 I don't like people who borrow things and don't _____
5 Katy is going to Australia tomorrow. I'm going to the airport to _____
6 I had a lot of books that I didn't want to keep, so I _____ to a friend.
7 Would you like to see the factory? Would you like me to _____?
8 Sue was offered a job as a translator but she _____

136.4 *Complete the sentences. Use the word in brackets* (**away/up** *etc.*) *with one of the following:*

~~**that box**~~ **your cigarette a jacket the television a word** ~~**it**~~ **it it them him**

1 Don't throw away that box (or that box away). I want to keep it. (away)
2 'Do you want this box?' 'No, you can throw it away.' (away)
3 Shhh! The children are asleep. Don't wake _____. (up)
4 We can turn _____. Nobody is watching it. (off)
5 Tom got very angry and started shouting. I tried to calm _____ (down)
6 I tried _____ in the shop but I didn't buy it. (on)
7 Please put _____. This is a no-smoking area. (out)
8 It was only a small fire. I was able to put _____ quite easily. (out)
9 You can look _____ in a dictionary if you don't know what it means. (up)
10 You're doing very well. Keep _____! (up)

APPENDIX 1
Regular and irregular verbs

1.1 *Regular verbs*

If a verb is regular, the past simple and past participle end in **-ed**. For example:

infinitive	clean	finish	use	paint	stop	carry
past simple / *past participle*	cleaned	finished	used	painted	stopped	carried

For spelling rules, see Appendix 6.

For the *past simple* (**I cleaned / they finished / she carried** etc.), see Unit 5.

We use the *past participle* to make the perfect tenses and for all the passive forms.

Perfect tenses (**have/has/had** cleaned):

- I **have cleaned** the windows. (*present perfect* – see Units 7–8)
- They were still working. They **hadn't finished.** (*past perfect* – see Unit 15)

Passive (**is** cleaned / **was** cleaned etc.):

- He **was carried** out of the room. (*past simple passive*)
- This gate **has** just **been painted.** (*present perfect passive*)

} see Units 41–43

1.2 *Irregular verbs*

When the past simple / past participle do *not* end in **-ed** (for example, **I saw / I have seen**), the verb is *irregular*.

With some irregular verbs, all three forms (*infinitive*, *past simple* and *past participle*) are the same. For example, **hit**:

- Don't **hit** me. (*infinitive*)
- Somebody **hit** me as I came into the room. (*past simple*)
- I've never **hit** anybody in my life. (*past participle – present perfect*)
- George was **hit** on the head by a stone. (*past participle – passive*)

With other irregular verbs, the past simple is the same as the past participle (but different from the infinitive). For example, **tell → told**:

- Can you **tell** me what to do? (*infinitive*)
- She **told** me to come back the next day. (*past simple*)
- Have you **told** anybody about your new job? (*past participle – present perfect*)
- I was **told** to come back the next day. (*past participle – passive*)

With other irregular verbs, all three forms are different. For example, **wake → woke/woken**:

- I'll **wake** you up. (*infinitive*)
- I **woke** up in the middle of the night. (*past simple*)
- The baby has **woken** up. (*past participle – present perfect*)
- I was **woken** up by a loud noise. (*past participle – passive*)

1.3 The following verbs can be *regular* or *irregular*:

burn	→	burned *or* burnt	**smell**	→	smelled *or* smelt
dream	→	dreamed *or* dreamt [dremt]*	**spell**	→	spelled *or* spelt
lean	→	leaned *or* leant [lent]*	**spill**	→	spilled *or* spilt
learn	→	learned *or* learnt	**spoil**	→	spoiled *or* spoilt

* *pronunciation*

So you can say:

- I **leant** out of the window. *or* I **leaned** out of the window.
- The dinner has been **spoilt**. *or* The dinner has been **spoiled**.

In British English the irregular form (**burnt/learnt** etc.) is more usual.
For American English, see Appendix 7.

List of irregular verbs

infinitive	*past simple*	*past participle*
be	was/were	been
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bite	bit	bitten
blow	blew	blown
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burst	burst	burst
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
flee	fled	fled
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read [red]*	read [red]*
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewn/sewed
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	showed	shown/showed
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
speak	spoke	spoken
spend	spent	spent
spit	spat	spat
split	split	split
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
weep	wept	wept
win	won	won
write	wrote	written

* *pronunciation*

APPENDIX 2

Present and past tenses

	simple	*continuous*
present	**I do** *present simple* (→ Units 2–4) • Ann often **plays** tennis. • I **work** in a bank but I **don't enjoy** it very much. • **Do** you **like** parties? • It **doesn't rain** much in summer.	**I am doing** *present continuous* (→ Units 1, 3–4) • 'Where's Ann?' 'She's **playing** tennis.' • Please don't disturb me now. **I'm working.** • Hello. **Are** you **enjoying** the party? • It **isn't raining** at the moment.
present perfect	**I have done** *present perfect simple* (→ Units 7–8, 10–14) • Ann **has played** tennis many times. • I've lost my key. **Have** you **seen** it anywhere? • How long **have** they **known** each other? • 'Is it still raining?' 'No, it **has stopped.**' • The house is dirty. We **haven't cleaned** it for weeks.	**I have been doing** *present perfect continuous* (→ Units 9–11) • Ann is very tired. She **has been playing** tennis. • You're out of breath. **Have** you **been running?** • How long **have** they **been learning** English? • It's still raining. It **has been raining** all day. • I **haven't been feeling** well recently. Perhaps I should go to the doctor.
past	**I did** *past simple* (→ Units 5–6, 13–14) • Ann **played** tennis yesterday afternoon. • I **lost** my key a few days ago. • There was a film on TV last night but we **didn't watch** it. • What **did** you **do** when you finished work yesterday?	**I was doing** *past continuous* (→ Unit 6) • I saw Ann in the park yesterday. She **was playing** tennis. • I dropped my key when I **was trying** to open the door. • The television was on but we **weren't watching** it. • What **were** you **doing** at this time yesterday?
past perfect	**I had done** *past perfect* (→ Unit 15) • It wasn't her first game of tennis. She **had played** many times before. • I couldn't get into the house because I **had lost** my key. • The house was dirty because we **hadn't cleaned** it for weeks.	**I had been doing** *past perfect continuous* (⇒ Unit 16) • Ann was tired yesterday evening because she **had been playing** tennis in the afternoon. • George decided to go to the doctor because he **hadn't been feeling** well.

For the passive, see Units 41–43.

APPENDIX 3

The future

A1 *List of future forms*

• I'm **leaving** tomorrow.	*present continuous*	(⇒ Unit 19A)
• My train **leaves** at 9.30.	*present simple*	(⇒ Unit 19B)
• I'm **going to leave** tomorrow.	**(be) going to**	(⇒ Units 20, 23)
• I'll leave tomorrow.	**will**	(⇒ Units 21–23)
• I'll **be leaving** tomorrow.	*future continuous*	(→ Unit 24)
• I'll **have left** by this time tomorrow.	*future perfect*	(→ Unit 24)
• I hope to see you **before I leave** tomorrow.	*present simple*	(→ Unit 25)

A2 *Future actions*

We use the present continuous (**I'm doing**) for arrangements:

- I'm **leaving** tomorrow. I've got my plane ticket. (already planned and arranged)
- 'When are they **getting** married?' 'Next month.'

We use the present simple (**I leave / it leaves** etc.) for timetables, programmes etc.:

- My train **leaves** at 9.30. (according to the timetable)
- What time does the film **begin**?

We use (be) **going to**... to say what somebody has already decided to do:

- I've decided not to stay here any longer. **I'm going to leave** tomorrow. (*or* **I'm leaving** tomorrow.)
- **Are** you **going to watch** the film on television tonight?

We use **will** ('ll) when we decide or agree to do something at the time of speaking:

- A: I don't want you to stay here any longer.
  B: OK. **I'll leave** tomorrow. (B decides this at the time of speaking)
- That bag looks heavy. **I'll help** you with it.
- I promise I **won't tell** anybody what happened. (**won't** = **will not**)

A3 *Future happenings and situations*

Most often we use **will** to talk about future happenings or situations 'something **will happen**'):

- I don't think John is happy in his job. I think he'**ll leave** soon.
- This time next year I'll **be** in Japan. Where **will** you be?

We use (be) **going to** when the situation *now* shows what is **going to happen** *in the future*:

- Look at those black clouds. It's **going to rain**. (you can see the clouds *now*)

A4 *Future continuous and future perfect*

Will be (do)**ing** = will be in the middle of (doing something):

- This time next week I'll be on holiday. **I'll be lying** on a beach and **swimming** in the sea.

We also use **will be -ing** for future actions (see Unit 24C):

- What time **will** you **be leaving** tomorrow?

We use **will have** (**done**) to say that something will already be complete before a time in the future:

- I won't be here this time tomorrow. **I'll have** already **left**.

A5

We use the *present* (*not* 'will') after **when/if/while/before** etc. (see Unit 25):

- I hope to see you **before** I **leave** tomorrow. (*not* 'before I will leave')
- You must come and see us **when** you **are** in England again. (*not* 'when you will be')
- **If** we **don't hurry**, we'll be late.

APPENDIX 4

Modal verbs (**can/could/will/would** etc.)

This appendix is a summary of *modal verbs* (**can/could/will/would** etc.). For more information, see Units 21–40.

4.1 Compare **can/could** etc. for actions:

can	• I **can** go out tonight. (= there is nothing to stop me)
	• I **can't** go out tonight.
could	• I **could** go out tonight. (but I'm not very keen)
	• I **couldn't** go out last night. (= I wasn't able)
can *or* **may**	• {**Can** / **May**} I go out tonight? (= do you allow me to go out?)
will/won't	• I think I'**ll** go out tonight.
	• I promise I **won't** go out.
would	• I **would** go out tonight but I've got too much to do.
	• I promised I **wouldn't** go out.
shall	• **Shall** I go out tonight? (= do you think it is a good idea?)
should *or* **ought to**	• I {**should** / **ought to**} go out tonight. (= it would be a good thing to do)
must	• I **must** go out tonight. (= it is necessary)
	• I **mustn't** go out tonight. (= it is necessary that I *do not* go out)
needn't	• I **needn't** go out tonight. (= it is *not necessary* that I *go* out)

Compare **could have...** / **would have...** etc.:

could	• I **could have gone** out last night but I decided to stay at home.
would	• I **would have gone** out last night but I had too much to do.
should *or* **ought to**	• I {**should** / **ought to**} **have gone** out last night. I'm sorry I didn't.
needn't	• I **needn't have gone** out last night. (= I went out but it was not necessary)

4.2 We use **will/would/may** etc. to say whether something is possible, impossible, probable, certain etc. Compare:

will	• 'What time **will** she be here?' 'She'**ll** be here soon.'
would	• She **would** be here now but she has been delayed.
should *or* **ought to**	• She {**should** / **ought to**} **be** here soon. (= I expect she will be here soon)
may *or* **might** *or* **could**	• She {**may** / **might** / **could**} be here now. I'm not sure. (= it's possible that she is here)
must	• She **must be** here. I saw her come in. (= I'm sure – there is no other possibility)
can't	• She **can't** possibly be here. I know for certain that she's away on holiday.

Compare **would have...** / **should have...** etc.:

will	• She **will have arrived** by now.
would	• She **would have arrived** earlier but she was delayed.
should *or* **ought to**	• I wonder where she is. She {**should** / **ought to**} **have arrived** by now.
may *or* **might** *or* **could**	• She {**may** / **might** / **could**} have arrived. I'm not sure. (= it's possible that she has arrived)
must	• She **must have arrived** by now. (I'm sure – there is no other possibility)
can't	• She **can't** possibly **have arrived** yet. It's much too early. (= it's impossible)

APPENDIX 5
Short forms (**I'm / you've / didn't** etc.)

A1 In spoken English we usually say **I'm / you've / didn't** etc. (*short forms*) rather than **I am / you have / did not** etc. We also use short forms in *informal* written English (for example, in letters to friends).

When we write short forms, we use an *apostrophe* (') for the missing letter(s):

I'm = I am you've = you have didn't = did not

A2 List of short forms of auxiliary verbs

'm = am	I'm						
's = is *or* has		he's	she's	it's			
're = are					you're	we're	they're
've = have	I've				you've	we've	they've
'll = will	I'll	he'll	she'll		you'll	we'll	they'll
'd = would *or* had	I'd	he'd	she'd		you'd	we'd	they'd

's can be **is** or **has**:

- She's ill. (= She **is** ill.)
- She's gone away. (= She **has** gone away.)

but **let's** = let us:

- Let's go now. (= Let **us** go)

'd can be **would** or **had**:

- I'd see a doctor if I were you. (= I **would** see)
- I'd never seen her before. (= I **had** never seen)

We use some of these short forms (especially 's) after question words (**who/what** etc.) and after **that/there/here**:

who's what's where's how's that's there's here's who'll there'll who'd

- Who's that woman over there? (= who **is**)
- What's happened? (= what **has**)
- Do you think **there'll** be many people at the party? (= there **will**)

You can also use short forms (especially 's) after a noun:

- **John's** going out tonight. (= John **is**)
- **My friend's** just got married. (= My friend **has**)

You cannot use 'm / 's / 're / 've / 'll / 'd *at the end of a sentence* (because the verb is stressed in this position):

- 'Are you tired?' 'Yes, I **am**.' (*not* 'Yes, I'm.')
- Do you know where she **is**? (*not* 'Do you know where she's?')

A3 Negative short forms

isn't	(= is not)	**haven't**	(= have not)	**shan't**	(= shall not)
aren't	(= are not)	**hasn't**	(= has not)	**shouldn't**	(= should not)
wasn't	(= was not)	**hadn't**	(= had not)	**mightn't**	(= might not)
weren't	(= were not)	**can't**	(= cannot)	**mustn't**	(= must not)
don't	(= do not)	**couldn't**	(= could not)	**needn't**	(= need not)
doesn't	(= does not)	**won't**	(= will not)	**daren't**	(= dare not)
didn't	(= did not)	**wouldn't**	(= would not)		

Negative short forms for **is** and **are** can be:

he isn't / she isn't / it isn't *or* **he's not / she's not / it's not**

you aren't / we aren't / they aren't *or* **you're not / we're not / they're not**

APPENDIX 6

Spelling

6.1 Nouns, verbs and adjectives can have the following endings:

noun + -s/es (*plural*)	books	ideas	matches
verb + -s/-es (after he/she/it)	works	enjoys	washes
verb + -ing	working	enjoying	washing
verb + -ed	worked	enjoyed	washed
adjective + -er (*comparative*)	cheaper	quicker	brighter
adjective + -est (*superlative*)	cheapest	quickest	brightest
adjective + -ly (*adverb*)	cheaply	quickly	brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

6.2 Nouns and verbs + -s/-es

The ending is -es when the word ends in -s/-ss/-sh/-ch/-x:

match/matches	bus/buses	box/boxes
wash/washes	miss/misses	search/searches

Note also:

potato/potatoes	tomato/tomatoes
do/does	go/goes

6.3 Words ending in -y (baby, carry, easy etc.)

If a word ends in a *consonant** + y (-by/-ry/-sy/-vy etc.):

y changes to ie before the ending -s:

baby/babies	lorry/lorries	country/countries	secretary/secretaries
hurry/hurries	study/studies	apply/applies	try/tries

y changes to i before the ending -ed:

hurry/hurried	study/studied	apply/applied	try/tried

y changes to i before the endings -er and -est:

easy/easier/easiest	heavy/heavier/heaviest	lucky/luckier/luckiest

y changes to i before the ending -ly:

easy/easily	heavy/heavily	temporary/temporarily

y does *not* change before -ing:

hurrying studying applying trying

y does *not* change if the word ends in a *vowel** + y (-ay/-ey/-oy/-uy):

play/plays/played enjoy/enjoys/enjoyed buy/buys monkey/monkeys

An exception is: day/daily

Note also: pay/paid lay/laid say/said

6.4 Verbs ending in -ie (die, lie, tie)

If a verb ends in -ie, ie changes to y before the ending -ing:

die/dying lie/lying tie/tying

---

* a e i o u are *vowel* letters. The other letters (b c d f g etc.) are *consonant* letters.

6.5 Words ending in -e (hope, dance, wide etc.)

Verbs

If a verb ends in -e, we leave out e before the ending **-ing**:

hope/hoping	smile/smiling	dance/dancing	confuse/confusing

Exceptions are: **be/being**

and verbs ending in -ee: see/seeing agree/agreeing

If a verb ends in -e, we add -d for the *past* (of regular verbs):

hope/hoped	smile/smiled	dance/danced	confuse/confused

Adjectives and adverbs

If an adjective ends in -e, we add **-r** and **-st** for the *comparative* and *superlative*:

wide/wider/widest	late/later/latest	large/larger/largest

If an adjective ends in -e, we *keep* e before the adverb ending **-ly**:

polite/politely	extreme/extremely	absolute/absolutely

If an adjective ends in **-le** (simple, terrible etc.), the adverb ending is **-ply**, **-bly** etc.:

simple/simply	terrible/terribly	reasonable/reasonably

6.6 Doubling consonants (stop/stopping/stopped, wet/wetter/wettest etc.)

Sometimes a word ends in *vowel* + *consonant*. For example:

stop plan wet thin slip prefer regret

Before the endings **-ing/-ed/-er/-est**, we double the consonant at the end. So **p** → **pp**, **n** → **nn** etc. For example:

stop	p	→	pp	stopping	stopped
plan	n	→	nn	planning	planned
rub	b	→	bb	rubbing	rubbed
big	g	→	gg	bigger	biggest
wet	t	→	tt	wetter	wettest
thin	n	→	nn	thinner	thinnest

If the word has more than one syllable (**prefer**, **begin** etc.), we double the consonant at the end *only if the final syllable is stressed*:

preFER / preferring / preferred	perMIT / permitting / permitted
reGRET / regretting / regretted	beGIN / beginning

If the final syllable is *not* stressed, we do *not* double the final consonant:

VISit / visiting / visited	deVELop / developing / developed
HAPpen / happening / happened	reMEMber / remembering / remembered

In British English, verbs ending in -l have -ll- before **-ing** and **-ed** whether the final syllable is stressed or not:

travel / travelling / travelled cancel / cancelling / cancelled

For American spelling, see Appendix 7.

Note that:

we do *not* double the final consonant if the word ends in *two* consonants (**-rt**, **-lp**, -ng etc.):

start / starting / started	help / helping / helped	long / longer / longest

we do *not* double the final consonant if there are *two* vowel letters before it (**-oil**, **-eed** etc.):

boil / boiling / boiled	need / needing / needed	explain / explaining / explained
cheap / cheaper / cheapest	loud / louder / loudest	quiet / quieter / quietest

we do *not* double **y** or **w** at the end of words. (At the end of words **y** and **w** are not consonants.)

stay / staying / stayed	grow / growing	new / newer / newest

APPENDIX 7
American English

There are a few grammatical differences between British English and American English:

UNIT	BRITISH	AMERICAN
7A–B and 13A	The *present perfect* is used for an action in the past with a result now: • I've lost my key. Have you seen it? • Sally isn't here. She's gone out.	The *present perfect* OR *past simple* can be used: • I've lost my key. Have you seen it? *or* I lost my key. Did you see it? • Sally isn't here. { She's gone out. / She went out. }
	The *present perfect* is used with **just**, **already** and **yet**: • I'm not hungry. I've **just had** lunch. • A: What time is he leaving? B: He **has already left.** • Have you **finished** your work yet?	The *present perfect* OR *past simple* can be used: • I'm not hungry. { I've **just had** lunch. / I **just had** lunch. } • A: What time is he leaving? B: { He **has already left.** / He **already left.** } • **Have** you **finished** your work **yet**? *or* **Did** you **finish** your work **yet**?
17B	**have** a bath / **have** a shower	**take** a bath / **take** a shower
22D	**Will** or **shall** can be used with **I/we**: • I **will/shall** be late this evening. The questions **shall I...?** and **shall we...?** are used to ask for advice etc.: • Which way **shall we** go?	**Shall** is unusual: • I **will** be late this evening. **Should I...?** and **should we...?** are used to ask for advice etc.: • Which way **should we** go?
32B	You can use **needn't** (do) or **don't need to** (do): • We **needn't** hurry. *or* We **don't need to** hurry.	**Needn't** is unusual. The usual form is **don't need to**: • We **don't need to** hurry.
34A–B	After **demand, insist** etc. you can use **should**: • I demanded that he **should apologise.** • We insisted that something **should** be done about the problem.	The *subjunctive* is normally used. **Should** is unusual after **demand, insist** etc.: • I demanded that he **apologize.*** • We insisted that something **be** done about the problem.

* Many verbs ending in -ise in British English (apologise/organise/specialise etc.) are spelt with -ize (apologize/organize/specialize etc.) in American English.

UNIT	BRITISH	AMERICAN
73B	British speakers say 'to/in **hospital**' (without 'the'): • Three people were injured and taken to **hospital**.	American speakers say 'to/in **the** hospital': • Three people were injured and taken to **the** hospital.
78C	Nouns like **government/team/family** etc. can have a singular or plural verb: • The team **is/are** playing well.	These nouns normally take a singular verb in American English: • The team **is** playing well.
120B	**at the weekend / at weekends:** • Will you be here **at the weekend**?	**on the weekend / on weekends:** • Will you be here **on the weekend**?
123A	**in a street:** • Do you live **in this street**?	**on a street:** • Do you live **on this street**?
130C	**different from** or **different to:** • It was **different from** (*or* **to**) what I'd expected.	**different from** or **different than:** • It was **different from** (*or* **than**) what I'd expected.
131B	**write to somebody:** • Please **write to** me soon.	**write** (**to**) somebody (with or without 'to'): • Please **write** (to) me soon.

APPENDIX	BRITISH	AMERICAN
1.3	The verbs in this section (**burn, spoil** etc.) can be regular or irregular (**burned** *or* **burnt, spoiled** *or* **spoilt** etc.).	The verbs in this section are normally regular (**burned, spoiled** etc.).
1.4	The past participle of **get** is **got**: • Your English has **got** much better. (= has become much better) **Have got** is also an alternative to **have**: • I've **got** two brothers. (= I have two brothers.)	The past participle of **get** is **gotten**: • Your English has **gotten** much better. **Have got = have** (as in British English): • I've **got** two brothers.
6.6	travel → travelling / travelled cancel → cancelling / cancelled	travel → traveling / traveled cancel → canceling / canceled

ADDITIONAL EXERCISES

This section of exercises is divided into the following sections:

Present and past (Units 1–6)	Exercise 1
Present and past (Units 1–14)	Exercises 2–4
Present and past (Units 1–17)	Exercises 5–8
Past continuous and **used to** (Units 6, 18)	Exercise 9
The future (Units 19–25)	Exercises 10–13
Modal verbs (Units 26–40)	Exercises 14–15
Conditionals (Units 25, 37–39)	Exercises 16–18
Wish (Units 38–40)	Exercise 19
Passive (Units 41–44)	Exercises 20–22
-ing and the infinitive (Units 52–65)	Exercises 23–25
Articles (Units 68–77)	Exercise 26
Conjunctions (Units 25, 37, 111–115)	Exercise 27
Prepositions (time) (Units 12, 118–121)	Exercise 28
Prepositions (place etc.) (Units 122–127)	Exercise 29
Noun/adjective + preposition (Units 128–130)	Exercise 30
Verb + preposition (Units 131–135)	Exercise 31

Present and past — Units 1–6, Appendix 2

1 *Put the verb into the correct form, present simple* (I do), *present continuous* (I am doing), *past simple* (I did) *or past continuous* (I was doing).

1 We can go out now. It isn't raining (not/rain) any more.
2 Ann was waiting (wait) for me when I arrived (arrive).
3 I _____ (get) hungry. Let's go and have something to eat.
4 What _____ (you/do) in your spare time? Have you got any hobbies?
5 What speed _____ (the car/do) at the time of the accident?
6 Mary usually _____ (phone) me on Fridays but she _____ (not/phone) last Friday.
7 A: When I last saw you, you _____ (think) of moving to a new flat.
B: That's right, but in the end I _____ (decide) to stay where I was.
8 What's that noise? What _____ (happen)?
9 It's usually dry here at this time of the year. It _____ (not/rain) much.
10 Yesterday evening the phone _____ (ring) three times while we _____ (have) dinner.
11 Linda was busy when we _____ (go) to see her yesterday. She _____ (study) for an exam. We _____ (not/want) to disturb her, so we _____ (not/stay) very long.
12 When I first _____ (tell) Tom the news, he _____ (not/believe) me. He _____ (think) that I _____ (joke).

Present and past

Units 1–14, Appendix 2

2 *Choose the right alternative.*

1 Everything is going well. We ~~didn't have~~ / haven't had any problems so far. (haven't had *is right*)
2 Margaret didn't go / hasn't gone to work yesterday. She wasn't feeling well.
3 Look! That man over there wears / is wearing the same sweater as you.
4 Your son is much taller than when I last saw him. He grew / has grown a lot.
5 I still don't know what to do. I didn't decide / haven't decided yet.
6 I wonder why Jim is / is being so nice to me today. He isn't usually like that.
7 Jane had a book open in front of her but she didn't read / wasn't reading it.
8 I wasn't very busy. I didn't have / wasn't having much to do.
9 Mary wasn't happy in her new job at first but she begins / is beginning to enjoy it now.
10 After leaving school, Tim found / has found it very difficult to get a job.
11 When Sue heard the news, she wasn't / hasn't been very pleased.
12 This is a nice restaurant, isn't it? Is this the first time you are / you've been here?
13 I need a new job. I'm doing / I've been doing the same job for too long.
14 'Ann has gone out.' 'Oh, has she? What time did she go / has she gone?'
15 'You look tired.' 'Yes, I've played / I've been playing basketball.'
16 Where are you coming / do you come from? Are you American?
17 I'd like to see Tina again. It's a long time since I saw her / that I didn't see her.
18 Bob and Alice have been married since 20 years / for 20 years.

3 *Complete the questions using a suitable verb.*

1 A: I'm looking for Paul. Have you seen him?
B: Yes, he was here a moment ago.
2 A: Why did you go to bed so early last night?
B: Because I was feeling very tired.
3 A: Where ?
B: Just to the post box. I want to post these letters. I'll be back in a few minutes.
4 A: television every evening?
B: No, only if there's a good programme on.
5 A: Your house is very beautiful. How long here?
B: Nearly ten years.
6 A: How was your holiday? a nice time?
B: Yes, thanks. It was great.
7 A: Julie recently?
B: Yes, I met her a few days ago.
8 A: Can you describe the woman you saw? What ?
B: A red sweater and black jeans.
9 A: I'm sorry to keep you waiting. long?
B: No, only about ten minutes.
10 A: How long you to get to work in the morning?
B: Usually about 45 minutes. It depends on the traffic.
11 A: with that newspaper yet?
B: No, I'm still reading it. I won't be long.
12 A: to the United States?
B: No, never, but I went to Canada a few years ago.

4 *Use your own ideas to complete B's sentences.*

1 A: What's the new restaurant like? Is it good?
B: I've no idea. I've never been there.
2 A: How well do you know Bill?
B: Very well. We _____ since we were children.
3 A: Did you enjoy your holiday?
B: Yes, it was really good. It's the best holiday _____.
4 A: Is Jack still here?
B: No, I'm afraid he isn't. _____ about ten minutes ago.
5 A: I like your suit. I haven't seen it before.
B: It's new. It's the first time _____.
6 A: How did you cut your knee?
B: I slipped and fell when _____ tennis.
7 A: Do you ever go swimming?
B: Not these days. I haven't _____ a long time.
8 A: How often do you go to the cinema?
B: Very rarely. It's nearly a year _____ to the cinema.
9 A: I've bought some new shoes. Do you like them?
B: Yes, they're very nice. Where _____ them?

Present and past

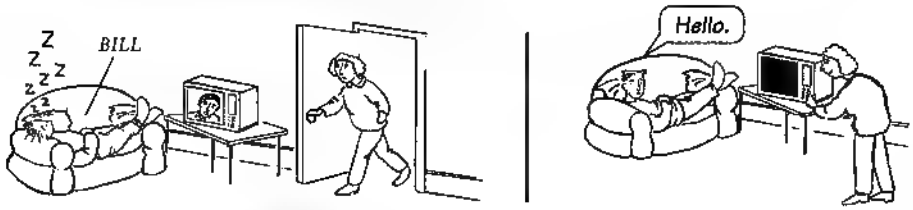
Units 1–17, 109, Appendix 2

5 *Put the verb in the correct form, past simple* (**I did**), *past continuous* (**I was doing**), *past perfect* (**I had done**) *or past perfect continuous* (**I had been doing**).

1

Yesterday afternoon Sharon went (go) to the station to meet Paul. When she _____ (get) there, Paul _____ (already/wait) for her. His train _____ (arrive) early.

2



When I got home, Bill _____ (lie) on the sofa. The television was on but he _____ (not/watch) it. He _____ (fall) asleep and _____ (snore) loudly. I _____ (turn) the television off and just then he _____ (wake) up.

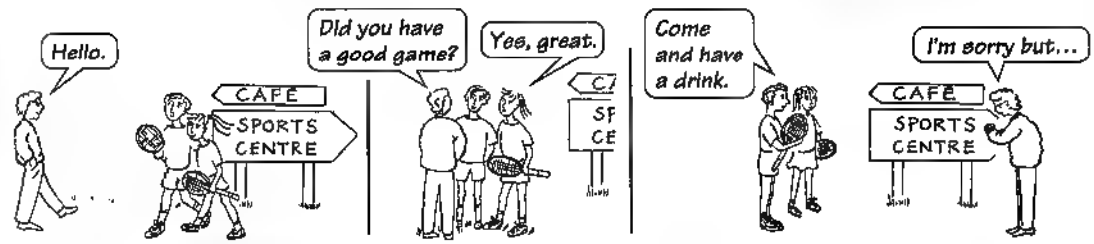
3

Last night I . . . . . (just/go) to bed and . . . . . (read) a book when suddenly I . . . . . (hear) a noise. I . . . . . (get) up to see what it was but I . . . . . (not/see) anything, so I . . . . . (go) back to bed.

4

Mary had to go to New York last week, but she almost . . . . . (miss) the plane. She . . . . . (stand) in the queue at the check-in desk when she suddenly . . . . . (realise) that she . . . . . (leave) her passport at home. Fortunately, she doesn't live very far from the airport, so she . . . . . (have) time to take a taxi home to get it. She . . . . . (get) back to the airport just in time for her flight.

5



I . . . . . (meet) George and Linda yesterday as I . . . . . (walk) through the park. They . . . . . (be) to the Sports Centre where they . . . . . (play) tennis. They . . . . . (go) to a café for a drink and . . . . . (invite) me to join them but I . . . . . (arrange) to meet a friend and . . . . . (not/have) time.

6 *Make sentences from the words in brackets. Put the verb in the correct form, present perfect* (**I have done**), *present perfect continuous* (**I have been doing**), *past perfect* (**I had done**) *or past perfect continuous* (**I had been doing**).

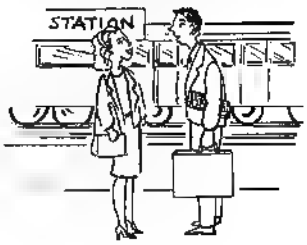
1 Ann is sitting on the ground. She's out of breath. (she/run) . She has been running.
2 Where's my bag? I left it under this chair.
(somebody/take/it) . . . . . .
3 We were all surprised when Jenny and Andy got married last year.
(they/only/know/each other/a few weeks) . . . . . .
4 It's still raining. I wish it would stop.
(it/rain/all day) . . . . . .
5 Suddenly I woke up. I was confused and didn't know where I was.
(I/dream) . . . . . .
6 I wasn't hungry at lunchtime so I didn't have anything to eat.
(I/have/a big breakfast) . . . . . .

7 Every year Bob and Alice spend a few days at the same hotel by the sea.
(they/go/there for years) _____

8 I've got a headache.
(I/have/it/since I got up) _____

9 Next week Gerry is going to run in a marathon.
(he/train/very hard for it) _____

7 *Put the verbs into the correct form.*



Julia and Kevin are old friends. They meet by chance at a station.

JULIA: Hello, Kevin. (1) _____ (I/not/see) you for ages. How are you?
KEVIN: I'm fine. How about you? (2) _____ (you/look) well.
JULIA: Yes, I'm very well thanks. So, (3) _____ (you/go) somewhere or (4) _____ (you/meet) somebody off a train?
KEVIN: (5) _____ (I/go) to London for a business meeting.
JULIA: Oh. (6) _____ (you/often/go) away on business?
KEVIN: Quite often, yes. And you? Where (7) _____ (you/go)?
JULIA: Nowhere. (8) _____ (I/meet) a friend. Unfortunately, her train (9) _____ (be) delayed – (10) _____ (I/wait) here for nearly an hour.
KEVIN: How are your children?
JULIA: They're all fine, thanks. The youngest (11) _____ (just/start) school.
KEVIN: How (12) _____ (she/get) on?
(13) _____ (she/like) it?
JULIA: Yes, (14) _____ (she/think) it's great.
KEVIN: (15) _____ (you/work) at the moment? When I last (16) _____ (speak) to you, (17) _____ (you/work) in a travel agency.
JULIA: That's right. Unfortunately, the firm (18) _____ (go) out of business a couple of months after (19) _____ (I/start) work there, so (20) _____ (I/lose) my job.
KEVIN: And (21) _____ (you/not/have) a job since then?
JULIA: Not a permanent job. (22) _____ (I/have) a few temporary jobs. By the way, (23) _____ (you/see) Joe recently?
KEVIN: Joe? He's in Canada.
JULIA: Really? How long (24) _____ he/be) in Canada?
KEVIN: About a year now. (25) _____ (I/see) him a few days before (26) _____ (he/go). (27) _____ (he/be) unemployed for months, so (28) _____ (he/decide) to try his luck somewhere else. (29) _____ (he/really/look forward) to going.
JULIA: So, what (30) _____ (he/do) there?
KEVIN: I've no idea. (31) _____ (I/not/hear) from him since (32) _____ (he/leave). Anyway, I must go and catch my train. It was really nice to see you again.
JULIA: You too. Bye. Have a good journey.
KEVIN: Thanks. Bye.

8 *Put the verb into the most suitable form.*

1 Who _____ (invent) the bicycle?
2 'Do you still have a headache?' 'No, _____ (it/go). I'm all right now.'
3 I was the last to leave the office. Everybody else _____ (go) home.
4 What _____ (you/do) last weekend? _____ (you/go) away?
5 I like your car. How long _____ (you/have) it?
6 We decided not to go out because _____ (it/rain) quite hard.
7 Jill is an experienced teacher. _____ (she/teach) for 15 years.
8 _____ (I/buy) a new jacket last week but _____ (I/not/wear) it yet.
9 A few days ago _____ (I/see) a man at a party whose face _____ (be) very familiar. At first I couldn't think where _____ (I/see) him before. Then suddenly _____ (I/remember) who _____ (it/be).
10 _____ (you/hear) of Agatha Christie? _____ (she/be) a writer who _____ (die) in 1976. _____ (she/write) more than 70 detective novels. _____ (you/read) any of them?
11 A: What _____ (this word / mean)?
B: I've no idea. _____ (I/never/see) it before. Look it up in the dictionary.
12 A: _____ (you/arrive) at the theatre in time for the play last night?
B: No, we were late. By the time we got there, _____ (it/already/begin).
13 I went to John's room and _____ (knock) on the door but there _____ (be) no answer. Either _____ (he/go) out or _____ (he/not/want) to see anyone.
14 Angela asked me how to use the photocopier. _____ (she/never/use) it before, so _____ (she/not/know) what to do.
15 Mary _____ (go) for a swim after work yesterday. _____ (she/need) some exercise because _____ (she/sit) in an office all day in front of a computer.

Past continuous and used to — Units 6 and 18

9 *Complete the sentences using the past continuous* (was doing) *or* used to... . *Use the verb in brackets.*

1 I haven't been to the cinema for ages now. We used to go a lot. (go)
2 Ann didn't see me wave to her. She was looking in the other direction. (look)
3 I _____ a lot but I don't use my car very much these days. (drive)
4 I asked the driver to slow down. She _____ too fast. (drive)
5 Rose and Jim met for the first time when they _____ at university. (study)
6 When I was a child, I _____ a lot of bad dreams. (have)
7 When the phone rang, I _____ a shower. (have)
8 'Where were you yesterday afternoon?' 'I _____ volleyball.' (play)
9 'Do you do any sports?' 'Not these days. I _____ volleyball.' (play)
10 George looked very nice. He _____ a very nice suit. (wear)

The future — Units 19–25, Appendix 3

10 *What do you say to your friend in these situations? Use the words given in brackets. Use the present continuous* (**I am doing**), **going to**… *or* **will** (**I'll**).

1 *You have made all your holiday arrangements. Your destination is Jamaica.*
FRIEND: Have you decided where to go for your holiday yet?
YOU: Yes, I'm going to Jamaica. (I/go)

2 *You have made an appointment with the dentist for Friday morning.*
FRIEND: Shall we meet on Friday morning?
YOU: I can't on Friday. ..... (I/go)

3 *You and some friends are planning a holiday in Britain. You have decided to hire a car but you haven't arranged this yet.*
FRIEND: How do you plan to travel round Britain? By train?
YOU: No, ... (we/hire)

4 *Your friend has two young children. She wants to go out tomorrow evening. You offer to look after the children.*
FRIEND: I want to go out tomorrow evening but I haven't got a baby-sitter.
YOU: That's no problem. ..... (I/look after)

5 *You have already arranged to have lunch with Sue tomorrow.*
FRIEND: Are you free at lunchtime tomorrow?
YOU: No, ... (have lunch)

6 *You are in a restaurant. You and your friend are looking at the menu. You ask your friend if he/she has decided what to have.*
YOU: What ..... ? (you/have)
FRIEND: I don't know. I can't make up my mind.

7 *You and a friend are reading. It's getting a bit dark and your friend is finding it difficult to read. You decide to turn on the light.*
FRIEND: It's getting a bit dark, isn't it? It's difficult to read.
YOU: ..... (I/turn on)

8 *You and a friend are reading. It's getting a bit dark and you decide to turn on the light. You stand up and walk towards the light switch.*
FRIEND: What are you doing?
YOU: ..... (I/turn on)

11 *Put the verb into the most suitable form. Use a present tense (simple or continuous),* **will** (**I'll**) *or* **shall**.

Conversation 1 (IN THE MORNING)

JENNY: (1) Are you doing (you/do) anything tomorrow evening, Helen?
HELEN: No, why?
JENNY: Well, do you fancy going to the cinema? *Strangers on a Plane* is on. I want to see it but I don't want to go alone.
HELEN: OK, (2) ..... (I/come) with you. What time (3) ..... (we/meet)?
JENNY: Well, the film (4) ..... (begin) at 8.45, so (5) ..... (I/meet) you at about 8.30 outside the cinema, OK?
HELEN: Fine. (6) ..... (I/see) Mary later this evening. (7) ..... (I/ask) her if she wants to come too?
JENNY: Yes, do that. (8) ..... (I/see) you tomorrow then. Bye.

Conversation 2 (LATER THE SAME DAY)

HELEN: Jenny and I (9) _____ (go) to the cinema tomorrow night to see *Strangers on a Plane*. Why don't you come with us?
MARY: I'd love to come. What time (10) _____ (the film/begin)?
HELEN: 8.45.
MARY: (11) _____ (you/meet) outside the cinema?
HELEN: Yes, at 8.30. Is that OK for you?
MARY: Yes, (12) _____ (I/be) there at 8.30.

12 *Put the verbs in the most suitable form. Sometimes there is more than one possibility.*

1 *A has decided to learn a language.*

A: I've decided to try and learn a foreign language.
B: Have you? Which language (1) are you going to learn (you/learn)?
A: Spanish.
B: I see. And (2) _____ (you/do) a course?
A: Yes, (3) _____ (it/start) next week.
B: That's great. I'm sure (4) _____ (you/enjoy) it.
A: I hope so. But I think (5) _____ (it/be) quite difficult.

2 *A wants to know about B's holiday plans.*

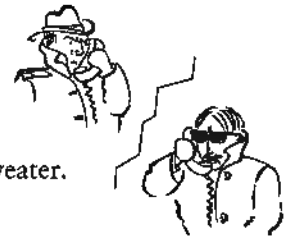
A: I hear (1) _____ (you/go) on holiday soon.
B: That's right. (2) _____ (we/go) to Finland.
A: I hope (3) _____ (you/have) a nice time.
B: Thanks. (4) _____ (I/send) you a postcard and (5) _____ (I/get) in touch with you when (6) _____ (I/get) back.

3 *A invites B to a party.*

A: (1) _____ (I/have) a party next Saturday. Can you come?
B: On Saturday? I'm not sure. Some friends of mine (2) _____ (come) to stay with me next week but I think (3) _____ (they/go) by Saturday. But if (4) _____ (they/be) still here, (5) _____ (I/not/be) able to come to the party.
A: OK. Well, tell me as soon as (6) _____ (you/know).
B: Right. (7) _____ (I/phone) you during the week.

4 *A and B are two secret agents arranging a meeting. They are talking on the phone.*

A: Well, what time (1) _____ (we/meet)?
B: Come to the café by the station at four o'clock.
(2) _____ (I/wait) for you
when (3) _____ (you/arrive).
(4) _____ (I/sit) by the window
and (5) _____ (I/wear) a bright green sweater.
A: OK. (6) _____ (Agent 307/come) too?
B: No, she can't be there.
A: Oh. (7) _____ (I/bring) the documents?
B: Yes. (8) _____ (I/explain) everything when (9) _____ (I/see) you. And don't be late.
A: OK. (10) _____ (I/try) to be on time.



13 *Put the verb into the correct form. Choose from the following:*

present continuous (I am doing)	will ('ll) / won't
present simple (I do)	will be doing
going to (I'm going to do)	shall

1 I feel a bit hungry. I think _____ (I/have) something to eat.
2 Why are you putting on your coat? _____ (you/go) somewhere?
3 What time _____ (I/phone) you this evening? About 7.30?
4 Look! That plane is flying towards the airport. _____ (it/land).
5 We must do something soon, before _____ (it/be) too late.
6 I'm sorry you've decided to leave the company. _____ (I/miss) you when _____ (you/go).
7 _____ (I/give) you my address? If _____ (I/give) you my address, _____ (you/write) to me?
8 Are you still watching that programme? What time _____ (it/end)?
9 _____ (I/go) to London next weekend for a wedding. My sister _____ (get) married.
10 I'm not ready yet. _____ (I/tell) you when _____ (I/be) ready. I promise _____ (I/not/be) very long.
11 A: Where are you going?
B: To the hairdresser's. _____ (I/have) my hair cut.
12 She was very rude to me. I refuse to speak to her again until _____ (she/apologise).
13 I wonder where _____ (we/live) ten years from now?
14 What do you plan to do when _____ (you/finish) your course at college?

Modal verbs (can/must/would) etc. — Units 26–40, Appendix 4

14 *Complete B's sentences using* **can / could / might / must / should / would** + *the verb in brackets. In some sentences you need to use* **have: must have... / should have...** *etc. In some sentences you need the negative* **(can't/couldn't** *etc.*).

1 A: I'm hungry.
B: But you've just had lunch. You *can't be* hungry already. (be)
2 A: I haven't seen our neighbours for ages.
B: No. They *must have gone* away. (go)
3 A: What's the weather like? Is it raining?
B: Not at the moment but it _____ later. (rain)
4 A: Where has Julia gone?
B: I'm not sure. She _____ to the bank. (go)
5 A: I didn't see you at John's party last week.
B: No, I had to work that evening, so I _____. (go)
6 A: I saw you at John's party last week.
B: No, you didn't. You _____ me. I didn't go to John's party. (see)
7 A: When did you post the letter to Mary?
B: This morning. So she _____ it tomorrow. (get)

8 A: When was the last time you saw Bill?
B: Years ago. I _____ him if I saw him now. (recognise)
9 A: Did you hear the explosion?
B: What explosion?
A: There was a loud explosion a few minutes ago. You _____ it. (hear)
10 A: We weren't sure which way to go. In the end we turned right.
B: You went the wrong way. You _____ left. (turn)

15 *Make sentences from the words in brackets.*

1 Don't phone Ann now. (she might / have / lunch)
She might be having lunch.
2 I ate too much. Now I feel sick. (I shouldn't / eat / so much)
I shouldn't have eaten so much.
3 I wonder why Tom didn't phone me. (he must / forget)
_____
4 Why did you go home so early? (you needn't / go / home so early)
_____
5 You've signed the contract. (it / can't / change / now)
_____
6 'What's Linda doing?' 'I'm not sure.' (she may / watch / television)
_____
7 Ann was standing outside the cinema. (she must / wait / for somebody)
_____
8 He was in prison at the time that the crime was committed, so (he couldn't / do / it).
_____
9 Why weren't you here earlier? (you ought / be / here earlier)
_____
10 Why didn't you ask me to help you? (I would / help / you)
_____
11 I'm surprised nobody told you that the road was very dangerous. (you should / warn)
_____
12 George was in a strange mood yesterday. (he might not / feel / very well)
_____

Conditionals

Units 25, 37–39

16 *Put the verb into the correct form.*

1 If you found a wallet in the street, what would you do with it? (find)
2 I must hurry. My friend will be annoyed if I 'm not on time. (not/be)
3 I didn't realise that Gary was in hospital. If I had known he was in hospital, I would have gone to visit him. (know)
4 If the phone _____, can you answer it? (ring)
5 I can't decide what to do. What would you do if you _____ in my position? (be)
6 A: What shall we do tomorrow?
B: Well, if it _____ a nice day, we can go to the beach. (be)

7 A: Let's go to the beach.
B: No, it's too cold. If it _____ warmer, I wouldn't mind going to the beach. (be)
8 A: Did you go to the beach yesterday?
B: No, it was too cold. If it _____ warmer, we might have gone. (be)
9 If you _____ enough money to go anywhere in the world, where would you go? (have)
10 I'm glad we had a map. I'm sure we would have got lost if we _____ one. (not/have)
11 The accident was your fault. If you _____ more carefully, it wouldn't have happened. (drive)
12 A: Why do you read newspapers?
B: Well, if I _____ newspapers, I wouldn't know what was happening in the world. (not/read)

17 *Complete the sentences.*

1 Liz is tired all the time. She shouldn't go to bed so late.
If Liz didn't go to bed so late, she wouldn't be tired all the time.
2 It's rather late. I don't think Ann will come to see us now.
I'd be surprised if Ann _____
3 I'm sorry I disturbed you. I didn't know you were busy.
If I'd known you were busy, I _____
4 The dog attacked you, but only because you provoked it.
If _____
5 I don't want them to be upset, so I've decided not to tell them what happened.
They _____ if _____
6 Unfortunately, I didn't have an umbrella and so I got very wet in the rain.
I _____
7 Martin failed his driving test last week. He was very nervous and that's why he failed.
If he _____

18 *Use your own ideas to complete these sentences.*

1 I'd go out this evening if _____
2 I'd have gone out last night if _____
3 If you hadn't reminded me, _____
4 We wouldn't have been late if _____
5 If I'd been able to get tickets, _____
6 Who would you phone if _____?
7 Cities would be nicer places if _____
8 If there was no television, _____

Wish — Units 38–40

19 *Put the verb into the correct form.*

1 I feel sick. I wish I hadn't eaten so much cake. (I/not/eat)
2 I'm fed up with this rain. I wish it would stop raining. (it/stop)
3 It's a difficult question. I wish _____ the answer. (I/know)
4 I should have listened to you. I wish _____ your advice. (I/take)

5 I wish _____ here. She'd be able to help us. (Ann/be)
6 Aren't they ready yet? I wish _____. (they/hurry up)
7 It would be nice to stay here. I wish _____ to go now. (we/not/have)
8 When we were in London last year, we didn't have time to see all the things we wanted to see. I wish _____ more time. (we/have)
9 It's freezing today. I wish _____ so cold. I hate cold weather. (it/not/be)
10 What's her name again? I wish _____ remember her name. (I/can)
11 What I said was stupid. I wish _____ anything. (I/not/say)
12 *(in a car)* You're driving too fast. I wish _____ a bit. (you/slow down)
13 It was a terrible film. I wish _____ to see it. (we/not/go)
14 You're always tired. I wish _____ to bed so late. (you/not/go)

Passive — Units 41–44

20 *Put the verb into the most suitable passive form.*

1 There's somebody behind us. I think we are being followed (follow).
2 A mystery is something that can't be explained (can't/explain).
3 We didn't play football yesterday. The match _____ (cancel).
4 The television _____ (repair). It's working again now.
5 The church tower _____ (restore). The work is almost finished.
6 'How old is the tower?' 'It _____ (believe) to be over 600 years old.'
7 If I didn't do my job properly, I _____ (would/sack).
8 A: I left some papers on the desk last night and I can't find them now.
B: They _____ (might/throw) away.
9 I learnt to swim when I was very young. I _____ (teach) by my mother.
10 After _____ (arrest), I was taken to the police station.
11 '_____ (you/ever/arrest)?' 'No, never.'
12 Two people _____ (report) to _____ (injure) in an explosion at a factory in Birmingham early this morning.

21 *Put the verb into the correct form, active or passive.*

1 This house is quite old. It was built (build) over 100 years ago.
2 My grandfather was a builder. He built (build) this house many years ago.
3 'Is your car still for sale?' 'No, I _____ (sell) it.'
4 'Is the house at the end of the street still for sale?' 'No, it _____ (sell).'
5 Sometimes mistakes _____ (make). It's inevitable.
6 I wouldn't leave your car unlocked. It _____ (might/steal).
7 My bag has disappeared. It _____ (must/steal).
8 I can't find my hat. Somebody _____ (must/take) it by mistake.
9 It's a serious problem. I don't know how it _____ (can/solve).
10 We didn't leave early enough. We _____ (should/leave) earlier.
11 Every time I travel by plane, my flight _____ (delay).
12 A new bridge _____ (build) across the river. Work started last year and the bridge _____ (expect) to open next year.

22 *Read these newspaper reports and put the verbs into the most suitable form.*

1 Castle fire

Winton Castle (1) was damaged (damage) in a fire last night. The fire, which (2) _____ (discover) at about 9 o'clock, spread very quickly. Nobody (3) _____ (injure) but two people had to (4) _____ (rescue) from an upstairs room. A number of paintings (5) _____ (believe/destroy). It (6) _____ (not/know) how the fire started.

2 SHOP ROBBERY

In Paxham yesterday a shop assistant (1) _____ (force) to hand over £500 after (2) _____ (threaten) by a man with a knife. The man escaped in a car which (3) _____ (steal) earlier in the day. The car (4) _____ (later/find) in a car park where it (5) _____ (abandon) by the thief. A man (6) _____ (arrest) in connection with the robbery and (7) _____ (still/question) by the police.

3 ROAD DELAYS

Repair work started yesterday on the Paxham-Longworth road. The road (1) _____ (resurface) and there will be long delays. Drivers (2) _____ (ask) to use an alternative route if possible. The work (3) _____ (expect) to last two weeks. Next Sunday the road (4) _____ (close) and traffic (5) _____ (divert).

4 Accident

A woman (1) _____ (take) to hospital after her car collided with a lorry near Norstock yesterday. She (2) _____ (allow) home later after treatment. The road (3) _____ (block) for an hour after the accident and traffic had to (4) _____ (divert). A police inspector said afterwards: 'The woman was lucky. She could (5) _____ (kill).'

-ing and the infinitive

Units 52–65

23 *Put the verb into the correct form.*

1 How old were you when you learnt to drive? (drive)
2 I don't mind walking home but I'd rather get a taxi. (walk, get)
3 I can't make a decision. I keep _____ my mind. (change)
4 He had made his decision and refused _____ his mind. (change)
5 Why did you change your decision? What made you _____ your mind? (change)
6 It was a really good holiday. I really enjoyed _____ by the sea again. (be)
7 Did I really tell you I was unhappy? I don't remember _____ that. (say)
8 'Remember _____ Tom tomorrow.' 'OK. I won't forget.' (phone)
9 The water here is not very good. I'd avoid _____ it if I were you. (drink)
10 I pretended _____ interested in the conversation but really it was very boring. (be)
11 I got up and looked out of the window _____ what the weather was like. (see)
12 I have a friend who claims _____ able to speak five languages. (be)

13 I like _____ carefully about things before _____ a decision. (think, make)
14 Steve used _____ a footballer. He had to stop _____ because of an injury. (be, play)
15 After _____ by the police, the man admitted _____ the car but denied _____ at 100 miles an hour. (stop, steal, drive)
16 A: How do you make this machine _____? (work)
B: I'm not sure. Try _____ that button and see what happens. (press)

24 *Make sentences from the words in brackets.*

1 I can't find the tickets. (I/seem/lose/them) I seem to have lost them.
2 I haven't got far to go. (it/not/worth/take/a taxi) It's not worth taking a taxi.
3 I'm feeling a bit tired. (I/not/fancy/go/out) _____
4 Tim isn't very reliable. (he/tend/forget/things) _____
5 I've got a lot of luggage. (you/mind/help/me?) _____
6 There's nobody in the house. (everybody/seem/go out) _____
7 We don't like our flat. (we/think/move) _____
8 The vase was very valuable. (I/afraid/touch/it) _____
9 Bill never carries money with him. (he/afraid/robbed) _____
10 I wouldn't go to see the film. (it/not/worth/see) _____
11 I'm very tired after that long walk. (I/not/used/walk/so far)
_____
12 Sue is on holiday. I received a postcard from her yesterday. (she/seem/enjoy/herself)
_____
13 Dave had lots of holiday photographs. (he/insist/show/them to me)
_____
14 I don't want to do the shopping. (I'd rather/somebody else/do/ it)
_____

25 *Complete the second sentence so that the meaning is similar to the first.*

1 I was surprised I passed the exam. I didn't expect to pass the exam.
2 Did you manage to solve the problem? Did you succeed in solving the problem?
3 I don't read newspapers any more. I've given up _____
4 I'd prefer not to go out tonight. I'd rather _____
5 He can't walk very well. He has difficulty _____
6 Shall I phone you this evening? Do you want _____?
7 Nobody saw me come in. I came in without _____
8 They said I was a cheat. I was accused _____
9 It will be good to see them again. I'm looking forward _____
10 What do you think I should do? What do you advise me _____?
11 It's a pity I couldn't go out with you. I'd like _____
12 I'm sorry that I didn't take your advice. I regret _____

Articles — Units 68–77

26 *Put in* a/an *or* the *where necessary. Leave an empty space (–) if the sentence is already complete.*

1 I don't usually like staying at – hotels, but last summer we spent a few days at a very nice hotel by the sea.
2 – tennis is my favourite sport. I play once or twice – week if I can, but I'm not very good player.
3 I won't be home for – dinner this evening. I'm meeting some friends after – work and we're going to – cinema.
4 – unemployment is very high at the moment and it's very difficult for people to find – work.
5 There was – accident as I was going – home last night. Two people were taken to – hospital. I think – most accidents are caused by – people driving too fast.
6 Carol is – economist. She used to work in – investment department of Lloyds Bank. Now she works for – American bank in – United States.
7 A: What's – name of – hotel where you're staying?
B: – Imperial. It's in – Queen Street in – city centre. It's near – station.
8 I have two brothers. – older one is training to be – pilot with – British Airways. – younger one is still at – school. When he leaves – school, he hopes to go to – university to study – law.

Conjunctions — Units 25, 37, 111–115

27 *Choose the right alternative.*

1 I'll try to be on time but don't worry if/~~when~~ I'm late. (if *is right*)
2 Don't throw that bag away. If/When you don't want it, I'll have it.
3 Please report to reception if/when you arrive at the hotel.
4 We've arranged to play tennis tomorrow but we won't play if/when it's raining.
5 Jennifer is in her final year at school. She still doesn't know what she's going to do if/when she leaves.
6 What would you do if/when you lost your keys?
7 I hope I'll be able to come to the party but I'll let you know if/unless I can't.
8 I don't want to be disturbed, so don't phone me if/unless it's something important.
9 Please sign the contract if/unless you're happy with the conditions.
10 I like travelling by sea as long as / unless it's not rough.
11 You might not remember the name of the hotel, so write it down if / in case you forget it.
12 It's not cold now but take your coat with you if / in case it gets cold later.
13 Take your coat with you and then you can put it on if / in case it gets cold later.
14 The television is always on, even if / if nobody is watching it.
15 Even/Although we played very well, we lost the match.
16 We're not very close friends despite/although we've known each other a long time.
17 'When did you leave school?' 'As/When I was 16.'
18 Ann will be surprised when/as she hears the news.

Prepositions (time) — Units 12, 118–121

28 *Put in one of the following prepositions:* **at on in for since during by until**

1 Jack has gone away. He'll be back in a week.
2 We're having a party ____ Saturday. Can you come?
3 I've got an interview next week. It's ____ 9.30 ____ Tuesday morning.
4 Sue isn't usually here ____ weekends. She goes away.
5 The train service is very good. The trains are nearly always ____ time.
6 It was a confusing situation. Many things were happening ____ the same time.
7 I couldn't decide whether or not to buy the sweater. ____ the end I decided not to.
8 The road is busy all the time, even ____ night.
9 I was woken up by a loud noise ____ the night.
10 I saw Helen ____ Friday but I haven't seen her ____ then.
11 Brian has been doing the same job ____ five years.
12 Ann's birthday is ____ the end of March. I'm not sure exactly which day it is.
13 We've got some friends staying with us ____ the moment. They're staying ____ Friday.
14 If you're interested in applying for the job, your application must be received ____ Friday.

Prepositions (place and other uses) — Units 122–127

29 *Put in the missing preposition.*

1 I'd love to be able to visit every country ____ the world.
2 'Have you read any books ____ Margaret White?' 'No, I've never heard of her.'
3 'Is there a bank near here?' 'Yes, there's one ____ the end of this road.'
4 Tim is away at the moment. He's ____ holiday.
5 You've got a dirty mark ____ your cheek. Have a look ____ the mirror.
6 We went ____ a party ____ Linda's house on Saturday.
7 Bombay is ____ the west coast of India.
8 Look at the leaves ____ that tree. They're a beautiful colour.
9 'Have you ever been ____ Tokyo?' 'No, I've never been ____ Japan.'
10 Mozart died ____ Vienna in 1791 ____ the age of 35.
11 'Are you ____ this photograph?' 'Yes, that's me, ____ the left.'
12 We went ____ the theatre last night. We had seats ____ the front row.
13 'Where's the light switch?' 'It's ____ the wall ____ the door.'
14 What time did you arrive ____ the party?
15 I couldn't decide what to eat. There was nothing ____ the menu that I liked.
16 We live ____ a tower block. Our flat is ____ the fifteenth floor.
17 'What did you think of the film?' 'Some parts were a bit stupid but ____ the whole I enjoyed it.'
18 When you paid the hotel bill, did you pay ____ cash or ____ credit card?
19 'How did you get here? ____ the bus?' 'No, ____ car.'
20 A: I wonder what's ____ television this evening. Have you got a newspaper?
B: Yes, the TV programmes are ____ the back page.

Noun/adjective + preposition

Units 128–130

30 *Put in the missing preposition.*

1 The plan has been changed but nobody seems to know the reason this.
2 Don't ask me to decide. I'm not very good making decisions.
3 Some people say that Sue is unfriendly but she's always very nice me.
4 What do you think is the best solution the problem?
5 There has been a big increase the price of land recently.
6 He lives a rather lonely life. He doesn't have much contact other people.
7 Paula is a keen photographer. She likes taking pictures people.
8 Gordon got married a woman he met when he was studying at college.
9 He's very brave. He's not afraid anything.
10 I'm surprised the amount of traffic today. I didn't think it would be so busy.
11 Thank you for lending me the guide book. It was full useful information.
12 Please come in and sit down. I'm sorry the mess.

Verb + preposition

Units 131–135

31 *Put in a preposition where necessary. If the sentence is already complete, leave an empty space (–).*

1 She works quite hard. You can't accuse her being lazy.
2 Who's going to look your children while you're at work?
3 The problem is becoming serious. We have to discuss it.
4 The problem is becoming serious. We have to do something it.
5 I prefer this chair the other one. It's more comfortable.
6 I must phone the office to tell them I won't be at work today.
7 The river divides the city two parts.
8 'What do you think ... the new manager?' 'She's all right, I suppose.'
9 Can somebody please explain me what I have to do?
10 'Do you like staying at hotels?' 'It depends the hotel.'
11 'Have you ever been to Borla?' 'No, I've never heard it. Where is it?'
12 You remind me somebody I knew a long time ago. You look just like her.
13 What's funny? What are you laughing ?
14 What have you done with all the money you had? What did you spend it ?

STUDY GUIDE

This guide is to help you decide which units you need to study. The sentences in the guide are grouped together (*Present and past, Articles and nouns* etc.) in the same way as the units in the *Contents* (page iii).

Each sentence can be completed using one or more of the alternatives (A, B, C etc.). There are between two and five alternatives each time. IN SOME SENTENCES MORE THAN ONE ALTERNATIVE IS POSSIBLE.

If you don't know or if you are not sure which alternatives are correct, then you probably need to study the unit(s) listed on the right. You will also find the correct sentence in this unit. (If two or three units are listed, you will find the correct sentence in the first one.)

There is a key to this study guide on page 343.

IF YOU ARE NOT SURE WHICH IS RIGHT	STUDY UNIT
Present and past	
1.1 '_____ this week?' 'No, she's on holiday.' A Is Susan working B Does Susan work C Does work Susan	1, 3
1.2 I don't understand this sentence. What _____ ? A does mean this word B does this word mean C means this word	2, 48
1.3 John _____ tennis once or twice a week. A is playing usually B is usually playing C usually plays D plays usually	2, 3, 109
1.4 How _____ now? Better than before? A you are feeling B do you feel C are you feeling	4
1.5 It was a boring weekend. _____ anything. A I didn't B I don't do C I didn't do	5
1.6 Tom _____ his hand when he was cooking the dinner. A burnt B was burning C has burnt	6, 14
Present perfect and past	
2.1 Jim is away on holiday. He _____ to Spain. A is gone B has gone C has been	7
2.2 Everything is going well. We _____ any problems so far. A didn't have B don't have C haven't had	8
2.3 Linda has lost her passport again. It's the second time this _____. A has happened B happens C happened	8, 13
2.4 You're out of breath. _____ ? A Are you running B Have you run C Have you been running	9
2.5 Where's the book I gave you? What _____ with it? A have you done B have you been doing C are you doing	10
2.6 We're good friends. We _____ each other for a long time. A know B have known C have been knowing D knew	11, 10
2.7 Sally has been working here _____. A for six months B since six months C six months ago	12

2.8 It's two years _____ Joe. 12
A that I don't see B that I haven't seen C since I didn't see D since I saw

2.9 They _____ out after lunch and they've just come back. 13, 14, 7
A went B have gone C are gone

2.10 The Chinese _____ printing. 13, 15
A invented B have invented C had invented

2.11 Ian _____ in Scotland for ten years. Now he lives in London. 10, 11
A lived B has lived C has been living

2.12 The man sitting next to me on the plane was nervous because he _____ before. 15
A hasn't flown B didn't fly C hadn't flown D wasn't flying

2.13 _____ a car when they were living in London? 17
A Had they B Did they have C Were they having D Have they had

2.14 I _____ television a lot but I don't any more. 18
A was watching B was used to watch C used to watch

Future

3.1 _____ tomorrow, so we can go out somewhere. 19, 21
A I'm not working B I don't work C I won't work

3.2 That bag looks heavy. _____ you with it. 21
A I'm helping B I help C I'll help

3.3 I think the weather _____ be nice later. 23, 22
A will B shall C is going to

3.4 'Ann is in hospital.' 'Yes, I know. _____ her tomorrow.' 23, 20
A I visit B I'm going to visit C I'll visit

3.5 We're late. The film _____ by the time we get to the cinema. 24
A will already start B will be already started C will already have started

3.6 Don't worry _____ late tonight. 25
A if I am B when I am C when I'll be D if I'll be

Modals

4.1 The fire spread through the building quickly but everybody _____ 26
A was able to escape B managed to escape C could escape

4.2 The phone is ringing. It _____ be Tim. 27, 29
A might B can C could

4.3 Why did you stay at a hotel when you went to New York? You _____ with Barbara. 27
A can stay B could stay C could have stayed

4.4 I've lost one of my gloves. I _____ it somewhere. 28
A must drop B must have dropped C must be dropping
D must have been dropping

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY UNIT

4.5 Take an umbrella with you when you go out. It _____ rain later. 30
A may B might C can D could

4.6 What was wrong with you? Why _____ go to hospital? 31
A had you to B did you have to C must you

4.7 There's plenty of time. You _____ hurry. 31, 32
A don't have to B mustn't C needn't

4.8 It was a great party last night. You _____ come. Why didn't you? 33
A must have B should have C ought to have D had to

4.9 Jane _____ a car. 34
A suggested that I buy B suggested that I should buy C suggested me to buy

4.10 I think all drivers _____ seat belts. 35
A should wear B had better wear C had better to wear

4.11 It's late. It's time _____ home. 35
A we go B we must go C we should go D we went

Conditionals and 'wish'

5.1 I'm not tired enough to go to bed yet. I wouldn't sleep if I _____ to bed now. 37
A go B went C had gone D would go

5.2 If I were you, I _____ that coat. It's much too expensive. 38
A won't buy B don't buy C am not going to buy D wouldn't buy

5.3 I decided to stay at home last night. I would have gone out if I _____ so tired. 39
A wasn't B weren't C wouldn't have been D hadn't been

5.4 I wish I _____ a car. It would make life so much easier. 40, 38
A have B had C would have

Passive

6.1 We _____ by a loud noise during the night. 41
A woke up B are woken up C were woken up D were waking up

6.2 There's somebody walking behind us. I think _____. 42
A we are following B we are being followed C we are followed
D we are being following

6.3 'Where _____?' 'In London.' 43
A were you born B are you born C have you been born D did you born

6.4 The train _____ arrive at 11.30 but it was an hour late. 44
A supposed to B is supposed to C was supposed to

6.5 Where _____? Which hairdresser did you go to? 45
A did you cut your hair B have you cut your hair
C did you have cut your hair D did you have your hair cut

Reported speech

7.1 Hello, Jim. I didn't expect to see you today. Sonia said you _____ ill. 47, 46
A are B were C was D should be

7.2 Ann _____ and left. 47
A said goodbye to me B said me goodbye C told me goodbye

Questions and auxiliary verbs

8.1 'How _____?' 'Nobody knows.' 48
A happened the accident B did happen the accident
C did the accident happen

8.2 'Do you know where _____?' 'No, he didn't say.' 49
A Tom has gone B has Tom gone C has gone Tom

8.3 The police officer stopped us and asked us where _____ 49
A were we going B are we going C we are going D we were going

8.4 'Do you think it's going to rain?' '_____' 50
A I hope not B I don't hope C I don't hope so

8.5 'You don't know where Karen is, _____?' 'Sorry, I've no idea.' 51
A don't you B do you C is she

-ing and the infinitive

9.1 You can't stop me _____ what I want. 52
A doing B do C to do D that I do

9.2 I must go now. I promised _____ late. 53, 40
A not being B not to be C to not be D I wouldn't be

9.3 Do you want _____ with you or do you want to go alone? 54
A me coming B me to come C that I come D that I will come

9.4 I'm sure I locked the door: I clearly remember _____ it. 55
A locking B to lock C to have locked

9.5 She tried to be serious but she couldn't help _____ 56
A laughing B to laugh C that she laughed

9.6 I like _____ the kitchen as often as possible. 57
A cleaning B clean C to clean D that I clean

9.7 I'm tired. I'd rather _____ out this evening, if you don't mind. 58
A not going B not to go C don't go D not go

9.8 'Shall I stay here?' 'I'd rather _____ with us.' 58
A you come B you to come C you came D you would come

9.9 Are you looking forward _____ Ann again? 59, 61
A seeing B to see C to seeing

9.10 When Jane came to Britain, she had to get used _____ on the left. 60
A driving B to driving C to drive

9.11 I'm thinking _____ a house. Do you think that's a good idea? 61, 65
A to buy B of to buy C of buying

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY UNIT

9.12 I'm sure you'll have no _____ the exam. — 62
A difficulty to pass B difficulties to pass C difficulties passing
D difficulty passing

9.13 A friend of mine phoned _____ me to a party. — 63
A for invite B to invite C for inviting D for to invite

9.14 Jim doesn't speak very clearly. _____ — 64
A It is difficult to understand him. B He is difficult to understand.
C He is difficult to understand him.

9.15 The path was icy, so we walked very carefully. We were afraid _____ — 65
A of falling B from falling C to fall

9.16 I didn't hear you _____ in. You must have been very quiet. — 66
A come B to come C came

9.17 _____ a hotel, we looked for somewhere to have dinner. — 67
A Finding B After finding C Having found D We found

Articles and nouns

10.1 Call an ambulance. There's been _____ — 68
A accident B an accident C some accident

10.2 'Where are you going?' 'I'm going to buy _____.' — 69
A a bread B some bread C a loaf of bread

10.3 Sandra works at a big hospital. She's _____. — 70, 71
A nurse B a nurse C the nurse

10.4 She works six days _____ week. — 71
A in B for C a D the

10.5 There are millions of stars in _____. — 72
A space B a space C the space

10.6 Every day _____ begins at 9 and finishes at 3. — 73
A school B a school C the school

10.7 _____ a problem in most big cities. — 74
A Crime is B The crime is C The crimes are

10.8 When _____ invented? — 75
A was telephone B were telephones C was the telephone
D were the telephones

10.9 We visited _____. — 76
A Canada and United States B the Canada and the United States
C Canada and the United States D the Canada and United States

10.10 Julia is a student at _____. — 77
A London University B the London University C the University of London

10.11 What time _____ on television? — 78, 69
A is the news B are the news C is news

10.12 It took us quite a long time to get here. It was _____ journey. — 79
A three hour B a three-hours C a three-hour

10.13 Where is _____ ?
A the manager office B the manager's office C the office of the manager
D the office of the manager's

Pronouns and determiners

11.1 I'm going to a wedding on Saturday. _____ is getting married.
A A friend of me B A friend of mine C One my friends

11.2 What time shall we _____ this evening?
A meet B meet us C meet ourselves

11.3 They live on a busy road. _____ a lot of noise from the traffic.
A It must be B There must be C There must have D It must have

11.4 He's lazy. He never does _____ work.
A some B any C no

11.5 'What would you like to eat?' 'I don't mind. _____ – whatever you've got.'
A Something B Anything C Nothing

11.6 We couldn't buy anything because _____ of the shops were open.
A all B no one C none D nothing

11.7 When we were on holiday, we spent _____ money.
A a lot of B much C too much

11.8 _____ don't visit this part of the town.
A The most tourists B Most of tourists C Most tourists

11.9 I asked two people the way to the station but _____ of them knew.
A none B either C both D neither

11.10 It was a great party. _____ enjoyed it.
A Everybody B All C All of us D Everybody of us

11.11 The bus service is very good. There's a bus _____ ten minutes.
A each B every C all

Relative clauses

12.1 I don't like stories _____ have unhappy endings.
A that B they C which D who

12.2 I didn't believe them at first but in fact everything _____ was true.
A they said B that they said C what they said

12.3 What's the name of the man _____ ?
A you borrowed his car B which car you borrowed
C whose car you borrowed D his car you borrowed

12.4 Colin told me about his new job, _____ very much.
A that he's enjoying B which he's enjoying C he's enjoying
D he's enjoying it

12.5 Sheila couldn't come to the party, _____ was a pity.
A that B it C what D which

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89, 90
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12.6 Some of the people . . . to the party can't come.
A inviting B invited C who invited D they were invited

Adjectives and adverbs

13.1 Jane doesn't enjoy her job. She's because she does the same thing every day.
A boring B bored

13.2 The woman was carrying a . . bag.
A black small plastic B small and black plastic C small black plastic
D plastic small black

13.3 Maria's English is excellent. She speaks . .
A perfectly English B English perfectly C perfect English D English perfect

13.4 He . to find a job but he had no luck.
A tried hard B tried hardly C hardly tried

13.5 I haven't seen her for . . I've forgotten what she looks like.
A so long B a so long time C a such long time D such a long time

13.6 I haven't got on holiday at the moment.
A money enough to go B enough money to go C money enough for going
D enough money for going

13.7 Let's get a taxi. It's to walk.
A a quite long way B quite a long way C rather a long way

13.8 The exam was quite easy – . . we expected.
A more easy that B more easy than C easier than D easier as

13.9 The more electricity you use, ...
A your bill will be higher B will be higher your bill
C the higher your bill will be

13.10 He's a fast runner. I can't run as fast as .
A he B him C he can

13.11 The film was really boring. It was . . . I've ever seen.
A most boring film B the more boring film C the film more boring
D the most boring film

13.12 Tom likes walking. . . . .
A Every morning he walks to work. B He walks to work every morning.
C He walks every morning to work.

13.13 . . . . a long time for the bus.
A Always we have to wait B We always have to wait
C We have always to wait D We have to wait always

13.14 Ann . . She left last month.
A still doesn't work here B doesn't still work here C no more works here
D doesn't work here any more

13.15 . . she can't drive, she has bought a car.
A Even B Even though C Even if D Even when

96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111, 112

IF YOU ARE NOT SURE WHICH IS RIGHT

Conjunctions and prepositions

14.1 I couldn't sleep _____ very tired.
A although I was B despite I was C despite of being D in spite of being

14.2 You should insure your bicycle . . . . stolen.
A in case it will be B if it will be C in case it is D if it is

14.3 The club is for members only. You _____ you're a member.
A can't go in if B can go in only if C can't go in unless D can go in unless

14.4 Angela has been married a long time. She got married _____ she was 23 years old.
A when B as

14.5 What a beautiful house! It's . . . a palace.
A as B like

14.6 They are very kind to me. They treat me _____ their own son.
A like I am B as if I am C as if I was D as if I were

14.7 I'll be in London next week. I hope to see Tom . . . there.
A while I will be B while I am C during my visit D during I am

14.8 Fred is away at the moment. I don't know exactly when he's coming back but I'm sure he'll be back _____. Monday.
A by B until

Prepositions

15.1 I'll be at home . . Friday morning. You can phone me then.
A at B on C in

15.2 I'm going away the end of January.
A at B on C in

15.3 When we were in Italy, we spent a few days . . Venice.
A at B to C in

15.4 Our flat is the second floor of the building.
A at B on C in

15.5 I saw Jack . . a concert last Saturday.
A at B on C in

15.6 What time did they the hotel?
A arrive to B arrive at C arrive in D get to E get in

15.7 Tom's away at the moment. He's . holiday in France.
A at B on C in D for

15.8 We travelled . 6.45 train, which arrived at 8.30.
A in the B on the C by the D by

15.9 Have you read any books Agatha Christie?
A of B from C by

15.10 The accident was my fault, so I had to pay for the damage . . the other car.
A of B for C to D on E at

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IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY UNIT

15.11 Why were you so unfriendly _____ Tessa? Have you had an argument with her? 129
A of B for C to D with

15.12 I'm not very good . repairing things. 130
A at B for C in D about

15.13 I don't understand this sentence. Can you _____ ? 131
A explain to me this word B explain me this word C explain this word to me

15.14 If you're worried about the problem, you should do something ___. it. 132
A for B about C against D with

15.15 'Who is Tom Madely?' 'I've no idea. I've never heard ... . . him.' 133
A about B from C after D of

15.16 'What time will you arrive?' 'I don't know. It depends _____ the traffic.' 134
A of B for C from D on

15.17 I prefer tea _____ coffee. 135, 58
A to B than C against D over

15.18 They gave me a form and told me to 136
A fill in B fill it in C fill in it

KEY TO EXERCISES

In some of the exercises, you have to use your own ideas to write sentences. Example answers are given in the key. If possible, check your answers with somebody who speaks English well.

UNIT 1

1.1
2 'm looking / am looking
3 's getting / is getting
4 're staying / are staying
5 'm coming / am coming
6 's starting / is starting
7 're making / are making ... 'm trying / am trying
8 's happening / is happening

1.2
2 are you looking
3 's she studying / is she studying
4 Is anybody listening
5 Is it getting

1.3
3 'm not enjoying / am not enjoying
4 's having / is having
5 'm not eating / am not eating
6 's learning / is learning
7 aren't speaking / 're not speaking / are not speaking

1.4
1 are you doing
2 'm training / am training
3 Are you enjoying
4 'm not working / am not working
5 'm trying / am trying
6 'm decorating / am decorating
7 Are you doing
8 are helping

1.5
2 's getting / is getting
3 is changing
4 is rising *or* is increasing
5 's getting / is getting

UNIT 2

2.1
2 drink
3 opens ... closes
4 causes
5 live
6 take place

2.2
2 do the banks close
3 does Martin come
4 do you do
5 takes ... does it take
6 play ... don't play
7 does this word mean

2.3
3 rises
4 make
5 don't eat
6 doesn't believe
7 translates
8 doesn't tell
9 flows

2.4
2 Does your sister play tennis?
3 Which newspaper do you read?
4 What does your brother do? *or* What is your brother's job?
5 How often do you go to the cinema?
6 Where does your mother live?

2.5
2 I promise
3 I insist
4 I apologise
5 I recommend

UNIT 3

3.1
3 *wrong* – is trying
4 *wrong* – are they talking
5 *right*
6 *wrong* – 's getting / is getting
7 *right*
8 *wrong* – 'm coming / am coming
9 *wrong* – are you getting

3.2
3 's waiting / is waiting
4 Are you listening
5 Do you listen
6 flows
7 's flowing / is flowing
8 grow ... aren't growing / 're not growing / are not growing
9 's improving / is improving
10 's staying / is staying ... always stays
11 'm starting / am starting
12 'm learning / am learning ... is teaching
13 finish ... 'm working / am working
14 live ... do your parents live
15 is looking ... 's staying / is staying
16 does your father do ... isn't working / 's not working / is not working
17 enjoy ... 'm not enjoying / am not enjoying
18 always leaves
19 's always leaving / is always leaving (always leaves *is also possible*)

3.3
2 It's always breaking down.
3 I'm always making the same mistake. / ...that mistake.
4 You're always leaving the lights on.

UNIT 4

4.1
2 *right*
3 *wrong* – Do you believe
4 *wrong* It tastes
5 *wrong* – I think

4.2
2 What are you doing? I'm thinking.
3 Who does this umbrella belong to?
4 The dinner smells good
5 Is anybody sitting here?
6 I'm having dinner.

4.3
2 doesn't belong / does not belong
3 'm using / am using
4 need
5 does he want
6 is he looking
7 believes
8 don't remember / do not remember
9 'm thinking / am thinking
10 think ... don't use / do not use
11 prefer
12 consists

4.4
2 is being
3 is
4 are you being
5 Is she

UNIT 5

5.1
2 had
3 She walked to work
4 It took her (about) half an hour
5 She started work
6 She didn't have (any) lunch. / ...eat (any) lunch.

7 She finished work
8 She was tired when she got home.
9 She cooked
10 She didn't go
11 She went to bed
12 She slept

5.2

2 taught
3 sold
4 drank
5 won
6 fell ... hurt
7 threw ... caught
8 spent ... bought ... cost

5.3

2 Did you go alone?
3 Was the food good?
4 How long did you stay there?
5 Did you stay at a hotel?
6 How did you travel?
7 Was the weather fine?
8 What did you do in the evenings?
9 Did you meet anybody interesting?

5.4

3 didn't disturb
4 went
5 didn't sleep
6 didn't eat
7 wasn't
8 laughed
9 flew
10 didn't cost
11 didn't have
12 were

UNIT 6

6.1

Example answers.
3 I was working
4 I was in bed asleep.
5 I was having a meal in a restaurant
6 I was watching TV at home.

6.2

Example answers:
2 was having a shower.
3 were waiting for the bus
4 was reading the paper.
5 was watching it

6.3

1 didn't see . . was looking
2 met .. were going ... was going ... had .. were waiting / waited
3 was cycling stepped ... was going ... managed ... didn't hit

6.4

2 were you doing
3 Did you go
4 was wearing wore *is also possible*
5 were you driving ... happened
6 took ... wasn't looking
7 didn't know
8 saw ... was trying
9 was walking .. heard .. was following . started
10 wanted

UNIT 7

7.1

2 My father has started a new job
3 I've given up smoking / I have given...
4 Charles and Sarah have gone to Brazil.
5 Suzanne has had a baby.

7.2

2 She has broken her leg. / She's broken...
3 Her English has improved. / It has improved. / It's improved.
4 He has grown a beard / He's grown...
5 The letter has arrived. It has arrived. / It's arrived
6 The bus fare has gone up. / It has gone up. / It's gone up

7.3

2 've just seen / have just seen
3 's already left / has already left
4 haven't read it yet
5 's already seen / has already seen
6 've just arrived / have just arrived
7 haven't told him yet

7.4

2 he's just gone out he has just gone out
3 I haven't finished yet
4 I've already done I have already done
5 Have you found a job yet?
6 she's just come back she has just come back

7.5

2 been
3 gone
4 gone
5 been

UNIT 8

8.1

2 Have you ever been to California?
3 Have you ever run a marathon?
4 Have you ever spoken to a famous person?
5 Have you always lived in this town?
6 What's the most beautiful place you've ever visited?

8.2

2 haven't seen
3 haven't eaten
4 I haven't played it,
5 I've had I have had
6 I haven't read
7 I've never been / I haven't been
8 has been late 's been late
9 I've never tried / I have never tried I've never eaten
10 it's happened / it has happened that's happened / that has happened
11 I've never seen her / I haven't seen her

8.3

2 haven't read one / a newspaper
3 it hasn't made a profit. / it has made a loss
4 she hasn't worked (very) hard this term.
5 it hasn't snowed (much) this winter.
6 haven't won many/any games this season.

8.4

2 Have you played tennis before? No, this is the first time I've played tennis
3 Have you ridden a horse before? / Have you been on a horse before? No, this is the first time I've ridden a horse. / ...I've been on a horse
4 Have you been to London before? No, this is the first time I've been to London.

UNIT 9

9.1

2 have been playing tennis. 've been playing tennis.
3 has been watching television. / 's been watching television
4 has been running. / 's been running.

9.2

2 Have you been waiting long?
3 What have you been doing?
4 How long have you been living in Baker Street?
5 How long have you been selling computers?

9.3

2 have been waiting / 've been waiting
3 have been learning Spanish / 've been learning Spanish

4 She has been looking for a job / She's been looking / Ann has been looking...
5 She has been working in London / She's been working... / Mary has been working..
6 have been writing to each other 've been writing. .

9.4

2 have been looking / 've been looking
3 are you looking
4 have been going / 've been going
5 have been thinking 've been thinking
6 is working 's working
7 has been working / 's been working

UNIT 10

10.1

2 She has been travelling for three months.
She has visited six countries so far.
3 He has won the national championship four times
He has been playing tennis since he was ten
4 They have made ten films since they left college.
They have been making films since they left college.

10.2

2 How long have you been waiting?
3 How many fish have you caught?
4 How many people have you invited?
5 How long have you been teaching?
6 How many books have you written?
How long have you been writing books?
7 How long have you been saving? How much money have you saved?

10.3

2 has broken
3 Have you been working
4 Have you ever worked
5 has she gone
6 has appeared 's appeared
7 haven't been waiting
8 has stopped / 's stopped
9 have lost / 've lost ... Have you seen
10 have been reading ve been reading . haven't finished
11 have read / 've read

UNIT 11

11.1

3 *wrong* – have been married
4 *right*
5 *wrong* has been raining
6 *wrong* - have you been living
7 *wrong* has been working
8 *right* (see Unit 19A
9 *wrong* – haven't smoked
10 *wrong* – have you had it

11.2

2 How long have you been teaching English?
3 How long have you known Carol?
4 How long has your brother been in Australia?
5 How long have you had that jacket?
6 How long has Alan worked at the airport? *or* How long has Alan been working
7 How long have you been having driving lessons?
8 Have you always lived in Glasgow?

11.3

3 has been . 's been
4 have been waiting / 've been waiting
5 have known / 've known
6 haven't played
7 has been watching / 's been watching
8 haven't watched
9 have had / 've had
10 hasn't been
11 have been feeling 've been feeling *or* have felt / 've felt
12 has been living / s been living
13 haven't been
14 have always wanted / 've always wanted

UNIT 12

12.1

2 How long has she been learning Italian?
When did she start learning Italian?
3 How long have you known him / ...known Martin?
When did you first meet him/Martin)?
4 How long have they been married? When did they get married? (When did they marry? *is possible but less usual*)

12.2

3 been ill since Sunday
4 been ill for a few days
5 married two years ago
6 had it for ten years / had this camera for ten years
7 to France three weeks ago
8 been working in a hotel since June

12.3

2 for	5 Since	8 for
3 for	6 for	9 since
4 since	7 since	

12.4

2 No, I haven't eaten in a restaurant for ages.
3 No, I haven't seen Sarah for about a month. / No, I haven't seen her for...
4 No, I haven't been to the cinema for a long time.
6 No, it's ages since I last ate in a restaurant.
7 No, it's about a month since I last saw Sarah.
8 No, it's a long time since I (last) went to the cinema

UNIT 13

13.1

2 has gone to bed / 's gone to bed
3 has fallen / has dropped / has gone down
4 has turned on the light / has turned the light on has turned it on
5 has grown / 's grown
6 has taken off

13.2

3 went
4 has gone / 's gone
5 have forgotten / 've forgotten
6 forgot
7 had
8 has been / 's been
9 haven't finished
10 has just gone / 's just gone
11 arrested
12 gave lost *or* have lost / 've lost
13 was ... has disappeared / 's disappeared
14 have improved 've improved

13.3

3 *wrong* – did Shakespeare write
4 *right*
5 *wrong* - was
6 *right*
7 *wrong* - My grandparents got married...
8 *wrong* – were you born

9 *right*
10 *wrong* – was the scientist who developed...

13.4

2 has broken
did that happen
fell
3 Have you had
cut .. Did you go
did

UNIT 14

14.1

3 *right*
4 *wrong* – I bought
5 *wrong* were you
6 *wrong* Jenny left schoo.
7 *right*
8 *right*
9 *wrong* – wasn't
10 *wrong* - When was this book published

14.2

2 The weather has been cold recently.
3 It was cold last week
4 I didn't read a newspaper yesterday
5 I haven't read a newspaper today.
6 Ann has earned a lot of money this year.
7 She didn't earn so much last year
8 Have you had a holiday recently?

14.3

2 got ... was ... went
3 Have you washed it? (Did you wash it? *is also possible*)
4 wasn't
5 worked
6 has lived / 's lived
7 Did you go ... was ... was
8 died ... never met
9 have never met / 've never met him
10 I'm afraid he has gone out / ...he's gone out.
When exactly did he go out?
11 How long have you lived there?
Where did you live before that?
And how long did you live in Chicago?

14.4

Example answers.
2 I haven't bought anything today.
3 I didn't watch TV yesterday.
4 I went out with some friends yesterday evening.
5 I haven't been to the cinema recently.
6 I've been swimming a lot recently.

UNIT 15

15.1

2 It had changed a lot.
3 She had arranged to do something else. She'd arranged...
4 The film had already begun.
5 I hadn't seen him for five years
6 She had just had breakfast / She'd just had.

15.2

2 I had never seen her before.
I'd never seen..
3 He had never played tennis before. / He'd never played.
4 We had never been there before
We'd never been there before. *or* ...been to Denmark before.

15.3

1 called the police
2 there was ... had gone / 'd gone
3 had just come back from holiday / 'd just come...
looked very we..
4 had a phone call from Sally
was
had written to her / 'd written ..
had never replied to his letters
'd never replied.

15.4

2 went
3 had gone
4 broke
5 saw . . had broken stopped

UNIT 16

16.1

2 They had been playing football. / They'd been playing...
3 Somebody had been smoking in the room.
4 She had been dreaming. / She'd been dreaming.
5 He had been watching TV. / He'd been watching...

16.2

2 I had been waiting for 20 minutes when I suddenly realised that I was in the wrong restaurant.
3 At the time the factory closed down, Sarah had been working there for five years.
4 The orchestra had been playing for about ten minutes when a man in the audience suddenly began shouting.
5 *Example answer.*
I had been walking along the road for about ten minutes when a car suddenly stopped just behind me.

16.3

3 was walking
4 had / 'd been running
5 were eating
6 had been eating (had eaten *is also possible*)
7 was looking
8 was waiting .. had been waiting . 'd been waiting
9 had had / 'd had
10 had / 'd been travelling

UNIT 17

17.1

3 I haven't got a ladder / I don't have a ladder.
4 We didn't have enough time
5 He didn't have a map.
6 She hasn't got any money. / She doesn't have any money.
7 They haven't got a key. / They don't have a key.
8 I didn't have a camera.

17.2

2 Have you got / Do you have
3 Did you have
4 Have you got / Do you have
5 did you have
6 Have you got / Do you have
7 Did you have

17.3

Example answers:
2 I've got a bicycle (now).
I didn't have a bicycle (ten years ago).
3 I haven't got a guitar (now).
I had a guitar (ten years ago).
4 I've got a dog (now).
I had a dog (ten years ago).

17.4

2 has a swim
3 had a party
4 have a look
5 is having a rest 's having a rest
6 had a chat
7 Did you have a nice time
8 had a baby
9 had a cigarette
10 was having a shower
11 Did you have a good flight

UNIT 18

18.1

2 used to have used to ride
3 used to live
4 used to like / used to love / used to eat
5 used to be

6 used to take
7 used to be
8 did you use to go

18.2

3–6
He used to go to bed early.
He used to run three miles every morning.
He didn't use to go out in the evening
He didn't use to spend much money. He spend a lot of money

18.3

2–10
She used to play the piano but she hasn't played the piano for years.
She used to be very lazy but she works very hard these days.
She didn't use to like cheese but she eats lots of cheese now.
She used to have a dog but it died two years ago
She used to be a hotel receptionist but she works in a bookshop now
She used to have lots of friends but she doesn't know many people these days.
She never used to read newspapers but she reads a newspaper every day now.
She didn't use to drink tea but she likes it now.
She used to go to a lot of parties but she hasn't been to a party for ages.

UNIT 19

19.1

2 How long are you staying?
3 When are you going?
4 Are you going alone?
5 Are you traveling by car?
6 Where are you staying?

19.2

2 am working late / 'm working late or ...working till 9 o'clock
3 I'm going to the theatre (with my mother)
4 I'm meeting Julia

19.3

Example answers.
2 I'm going to work tomorrow morning.
3 I'm not doing anything tomorrow evening.
4 I'm playing football next Sunday
5 I'm going to a party this evening

19.4

3 are having 're having
4 opens ... finishes
5 am not going 'm not going .. am staying / 'm staying
6 Are you doing
7 are going / 're going ... begins
8 does the train get
9 am going / 'm going
Are you coming
10 is coming ... is travelling / 's travelling .. arrives ... am meeting 'm meeting
11 am not using 'm not using
12 does it finish

UNIT 20

20.1

2 I'm going to phone her later.
3 I'm going to do it this afternoon
4 Not yet I'm going to read it after dinner.
5 (Not yet.) I'm just going to have it

20.2

2 What are you going to wear?
3 Where are you going to put it?
4 Who are you going to invite?

20.3

2 I'm going to give it up
3 I'm not going to take it
4 I'm going to complain.

20.4

2 He is going to be late.
3 The boat is going to sink.
4 She is going to run out of petrol.

20.5

2 were going to play
3 was going to phone
4 was going to give up
5 were going to have

UNIT 21

21.1

2 I'll turn / I'll switch / I'll put
3 I'll go
4 I'll do
5 I'll show / I'll teach
6 I'll have
7 I'll send
8 I'll give / I'll bring
9 I'll stay / I'll wait

21.2

2 I'll go to bed.
3 I think I'll walk.
4 I'll play tennis (today).
5 I don't think I'll go swimming.

21.3

3 I'll meet
4 I'll lend
5 I'm having
6 I won't forget
7 does your train leave
8 won't tell
9 Are you doing
10 Will you come
11 I won't tell

21.4

2 Shall I buy it?
3 What shall I give/buy get Ann for her birthday?
4 Where shall we go?
5 Shall we go by car or (shall we) walk? / ...or (shall we go) on foot?
6 What time shall I phone (you)?

UNIT 22

22.1

2 I'm going
3 will get
4 is coming
5 we are going
6 It won't hurt

22.2

2 will look
3 will like 'll like
4 will get / 'll get
5 will be 'll be
6 will meet / 'll meet
7 will come / 'll come
8 will be / 'll be

22.3

2 won't
3 will / 'll
4 won't
5 will / 'll
6 won't

22.4

Example answers:
2 I'll be in bed.
3 I'll be at work.
4 I expect I'll be at home.
5 I don't know where I'll be this time next year

22.5

2 Do you think it will rain?
3 When do you think it will finish?
4 How much do you think it will cost?
5 Do you think they'll get married? / ...they will get married?
6 What time do you think you'll be back? .. you will be back?
7 What do you think will happen?

UNIT 23

23.1

2 I'll lend
3 I'll get
4 I'm going to wash
5 are you going to paint
6 I'm going to buy
7 I'll show
8 I'll have
9 I'll do
10 it is going to fall
11 He's going to have ... he's going to do

23.2

1 I'll get
2 I'm going to sit ... I'll join
3 you'll find
4 I'm not going to apply
5 You'll wake (You're going to wake *is also possible*)
6 I'll take ... We'll leave ... Ann is going to take

UNIT 24

24.1

2 *b* is true
3 *a* and *c* are true
4 *b* and *d* are true
5 *c* and *d* are true
6 *c* is true

24.2

2 We'll have finished
3 we'll be playing
4 I'll be working
5 the meeting will have finished
6 he'll have spent
7 he'll have been
8 you'll still be doing
9 she'll have travelled
10 I'll be staying
11 Will you be seeing

UNIT 25

25.1

2 goes
3 will tell / 'll tell ... come
4 see ... won't recognise ... will not recognise
5 is ... 's
6 will wait ... 'll wait ... are ... 're
7 will be / 'll be ... gets
8 is
9 phones ... am / 'm

25.2

2 I'll give you my address when I find somewhere to live. *or* ...when I've found somewhere to live
3 I'll come straight back home after I do the shopping. *or* ...after I've done the shopping.
4 Let's go home before it starts raining.
5 I won't speak to her until she apologises. *or* ...until she has apologised.

25.3

2 you leave / you go
3 you finish with it / when you finish reading it *or* you've finished with it / you've finished reading it / you've read it
4 you decide / you've decided
5 they finish the new road *or* they've finished the new road *or* they've built the new road

25.4

2 If
3 When
4 if
5 If
6 when
7 if
8 if

UNIT 26

26.1

3 can
4 been able to
5 be able to
6 can
7 be able to

26.2

Example answers:
2 I used to be able to run fast.
3 I'd like to be able to play a musical instrument.
4 I've never been able to get up early

26.3

2 could run
3 can wait
4 couldn't eat
5 can't hear
6 couldn't sleep

26.4

2 were able to find it.
3 I was able to finish it.
4 was able to get away.

26.5

4 couldn't / wasn't able to
5 was able to
6 could / was able to
7 was able to
8 could / was able to
9 were able to
10 couldn't / wasn't able to

UNIT 27

27.1

2 We could have fish.
3 You could give her a book.
4 You could phone her now.
5 We could go (and see him) on Friday.
6 We could hang it in the kitchen.

27.2

2 could
3 can / could
4 could
5 could
6 can
7 can / could
8 could

27.3

2 could have gone
3 could apply
4 could have gone
5 could come

27.4

2 Ken couldn't have gone out (for a meal) on Friday evening (because he had to work).
3 Ken could have played tennis on Monday afternoon.
4 He couldn't have lent Jack £50 (because he was short of money) *or* He couldn't have lent him £50...
5 He could have come to Jane's party. *or* He could have gone to...
6 He couldn't have repaired her washing machine (because he doesn't know anything about machines).

UNIT 28

28.1

2 must
3 can't
4 must
5 can't
6 must
7 must
8 can't

28.2

3 be
4 have been
5 be
6 go *or* have been
7 be going
8 have taken / have stolen
9 have been
10 be following

28.3

3 It must have been very expensive.
4 They must have gone away.
5 I must have left it in the restaurant last night

6 The exam can't have been very difficult.
7 She must have been listening to our conversation / She must have listened to...
8 She can't have understood what I said.
9 I must have forgotten to turn it off.
10 The driver can't have seen the red light
11 The neighbours must have been having a party.

UNIT 29

29.1

2 She may/might be busy
3 She may/might be working
4 She may/might want to be alone.
5 She may might have been ill yesterday.
6 She may might have gone home early
7 She may/might have had to go home early.
8 She may/might have been working yesterday.
9 She may might not want to see me.
10 She may/might not be working today.
11 She may/might not have been feeling well yesterday

29.2

2 be
3 have been
4 be waiting
5 have *or* have read

29.3

2 a She may/might be watching TV in her room.
b She may/might have gone out.
3 a It may might be in the car.
b You may/might have left it in the restaurant last night.
4 a He may/might have been in the bath.
b He may/might not have heard the bell.

29.4

3 might not have been invited.
4 couldn't have been invited.
5 couldn't have been an accident.
6 might not have been an accident.

UNIT 30

30.1

2 I may/might buy a Mercedes.
3 I may/might go to London.
4 I may/might hang it in the dining room
5 He may/might come on Saturday.
6 She may/might go to university

30.2

2 might wake
3 might bite
4 might need
5 might slip
6 might break

30.3

2 might be able to meet/see
3 might have to work
4 might have to go

30.4

2 I may/might not go out this evening.
3 Tom may/might not like the present I bought for him.
4 Sue may/might not be able to meet us this evening.

30.5

2 may/might as well go
3 may/might as well have another drink
4 We may might as well watch it. *or* ..watch the film

UNIT 31

31.1

3 have to
4 must *or* have to
5 had to
6 must *or* have to
7 have to
8 had to
9 has to
10 have to
11 had to
12 has had to

31.2

2 do you have to get up / have you got to get up
3 does (she) have to go? / has she got to go?
4 did he have to pay?
5 did you have to wait?
6 do you have to phone her now? / have you got to phone her now?
7 does he have to leave? has he got to leave?

31.3

2 don't have to pay
3 didn't have to wait
4 doesn't have to work
5 don't have to go
6 doesn't have to shave
7 don't have to do
8 didn't have to go

31.4

3 don't have to
4 mustn't
5 don't have to
6 mustn't
7 doesn't have to
8 mustn't
9 mustn't
10 don't have to

UNIT 32

32.1

2 needn't come
3 needn't walk
4 needn't ask
5 needn't tell
6 needn't explain

32.2

3 needn't
4 must
5 mustn't
6 needn't
7 needn't
8 must ... mustn't
9 needn't ... must

32.3

2 She needn't have bought any eggs
3 You needn't have shouted (at me).
4 He needn't have sold his car.
5 We needn't have taken the camera.
6 I needn't have rushed / I needn't have hurried.

32.4

2 You needn't have walked home. You could have taken a taxi.
3 You needn't have stayed at a hotel You could have stayed with us
4 She needn't have phoned me in the middle of the night. She could have phoned me in the morning.
5 You needn't have left without saying anything. You could have said goodbye to me.

UNIT 33

33.1

2 You should look for another job.
3 He shouldn't go to bed so late.
4 You should take a photograph

5 She shouldn't use her car so much.
6 He should put some pictures on the walls.

33.2

2 I think smoking should be banned in restaurants
3 I don't think you should go out this evening.
4 I think the government should resign

33.3

3 should come
4 should do
5 should have done
6 should win
7 should have won
8 should be
9 should have arrived

33.4

3 We should have reserved a table.
4 The shop should be open. / The shop should have opened by now *or* It should...
5 She shouldn't be driving so fast. *or* She shouldn't be doing 50 miles an hour
6 You should have come to see me.
7 The driver in front shouldn't have stopped without warning.
8 I should have been looking where I was going *or* I should have looked where I was going

UNIT 34

34.1

2 I should stay / I stay / I stayed a little longer.
3 they should visit / they visit / they visited the museum after lunch
4 we should pay / we pay / we paid the rent by Friday.
5 I should go / I go / I went away for a few days.

34.2

1 b *right* c *right* d *wrong*
2 a *right* b *wrong* c *right*

34.3

2 should say
3 should worry
4 should leave
5 should ask
6 should listen

34.4

2 If Ann should arrive before I get home
3 If there should be some/any letters for me while I'm away
4 If you should need (any) help
5 Should there be some/any letters for me while I'm away
6 Should you need (any) help, let me know.

34.5

2 I should keep
3 I should phone
4 I should buy

UNIT 35

35.1

1 b had *or* 'd
c close *or* shut
d hadn't
2 a did
b was done
c thought

35.2

2 You'd better put a plaster on it.
3 We'd better reserve a table. / We'd better phone to reserve.
4 You'd better not go to work.
5 I'd better pay the phone bill. *or* ...pay my phone bill.
6 I'd better not go out.
7 We'd better take a taxi *or* get a taxi

35.3

3 had better / 'd better *or* should
4 should
5 should
6 had better / 'd better
7 should
8 should

35.4

2 had a holiday
3 was here
4 It's time the train left.
5 It's time I had a party
6 It's time some changes were made. / It's time there were some changes.

UNIT 36

36.1

2 Can/Could I leave a message? *or* Can/Could you give her a message?
3 Can/Could you tell me how to get to the station? *or* ...the way to the station? *or* ...where the station is?
4 Can/Could I try on these trousers? *or* Can/Could I try these (trousers) on?
5 Can I give you a lift?

36.2

2 Do you think I could use your phone?
3 Do you think you could check this letter (for me)?
4 Do you think I could leave work early?
5 Do you think you could turn the music down? *or* ...turn it down?
6 Do you think I could come and see the flat?

36.3

1 Would you like something to eat? *or* Can I offer you something to eat?
2 Can/Could/Would you show me? *or* Do you think you could show me? *or* ...do it for me?
3 Can/Could/May I have a look at your newspaper? *or* Do you think I could...?
4 Would you like to sit down? *or* Can I offer you a seat?
5 Can/Could/Would you slow down? *or* Do you think you could...?
6 Can/Could/May I/we have the bill, please? *or* Do you think I/we could have...? *or* Can/Could you bring me/us the bill, please?
7 Would you like to borrow it? *or* ...to read it?

UNIT 37

37.1

3 would take / 'd take
4 refused
5 wouldn't get
6 closed down *or* was/were closed down
7 pressed
8 would be / 'd be
9 didn't come
10 borrowed
11 walked
12 would understand

37.2

2 What would you do if your car was stolen? *or* ...were stolen?
3 What would you do if you lost your passport?
4 What would you do if there was a fire in the building? *or* ...if there were a fire in the building?

37.3

2 If he took the examination, he'd fail. *or* ...he would fail.
3 If we stayed at a hotel, it would cost too much money.

4 If she applied for the job, she wouldn't get it.
5 If we told them the truth, they wouldn't believe us.
6 If we invited Bill to the party, we'd have to invite his friends too.

37.4

Example answers:
2 somebody broke into my house
3 I'd have a much nicer day than usual
4 you were invited?
5 you'd look much nicer
6 I didn't come out with you this evening?

UNIT 38

38.1

3 would help / 'd help
4 lived
5 would live / 'd live
6 would taste
7 was/were
8 wouldn't wait ... would go / 'd go
9 didn't go
10 weren't ... wouldn't be

38.2

2 If he spoke more clearly, people would understand him.
3 If the book wasn't/weren't so expensive, I'd buy it. I would buy it. *or* If the book was/were cheaper,...
4 If we could afford it, we'd / we would go out more often.
5 If it wasn't/weren't raining, we could have lunch in the garden.
6 If I didn't have to work tomorrow evening, I could / I would / I'd meet you *or* ...I'd be able to meet you

38.3

2 I had a key.
3 I wish Ann was/were here.
4 I wish it wasn't/weren't (so) cold.
5 I wish I didn't live in a big city.
6 I wish I could go to the party.
7 I wish I didn't have to work tomorrow.
8 I wish I knew something about cars.
9 I wish I was/were lying on a beautiful sunny beach.

38.4

Example answers:
1 I wish I was at home.
2 I wish I had a big garden.
3 I wish I could tell jokes.
4 I wish I was taller.

UNIT 39

39.1

2 he'd missed / he had missed ... he would have been / he'd have been
3 I would have forgotten / I'd have forgotten ... you hadn't reminded
4 I'd had I had had ... I'd have sent I would have sent
5 we'd have enjoyed / we would have enjoyed .. the weather had been
6 It would have been .. I'd walked / I had walked
7 I was I were
8 I'd been tired / I had been tired .

39.2

2 If the driver in front hadn't stopped so suddenly, the accident wouldn't have happened.
3 If I'd / I had known that George had to get up early, I'd I would have woken him up.
4 If Jim hadn't lent me the money, I wouldn't have been able to buy the car. *or* ...I couldn't have bought the car.
5 If Margaret hadn't been wearing a seat belt, she'd she would have been injured
6 If you'd / you had had (some) breakfast, you wouldn't be hungry now.
7 If I'd / I had had some money on me, I'd I would have got a taxi.

39.3

2 I wish I'd I had applied for it. *or* for the job.
3 I wish I'd / I had learned to play a musical instrument.
4 I wish I hadn't painted it red. painted the gate red.
5 I wish I'd / I had brought my camera.
6 I wish they'd / they had told me they were coming. *or* I wish I'd I had known they were coming

UNIT 40

40.1

2 would enjoy / 'd enjoy
3 would have enjoyed / 'd have enjoyed
4 would have phoned 'd have phoned
5 would be / 'd be
6 would have stopped 'd have stopped

40.2

2 He promised he would write to me.
3 They promised they would wait for us
4 You promised you wouldn't tell Jill what I said

40.3

2 I wish John would come. / I wish he would come.
3 I wish the baby would stop crying.
4 I wish somebody would give me a job.
5 I wish you would buy some new clothes or ...get some new clothes.
6 I wish you wouldn't drive so fast.
7 I wish you wouldn't (always) leave the door open.
8 I wish people wouldn't drop litter in the street

40.4

2 *right*
3 *wrong* I wish I had more money.
4 *wrong* – I wish it wasn't/ weren't so cold today.
5 *right*
6 *right*
7 *wrong* I wish everything wasn't/weren't so expensive

40.5

2 would shake
3 would always forget
4 would share

UNIT 41

41.1

2 is made
3 was damaged
4 is included
5 were invited
6 are shown
7 are held
8 was written . . was translated
9 were overtaken

41.2

2 How is glass made?
3 When was Australia discovered?
4 What is silver used for?
5 When was television invented?

41.3

2 covers
3 is covered
4 are locked
5 was posted .. arrived
6 sank ... was rescued
7 died ... were brought
8 grew

9 was stolen
10 disappeared
11 did Sue resign
12 was Bill sacked
13 is owned
14 called . . was injured ... wasn't needed
15 were these photographs taken ... Did you take

41.4

2 All flights were cancelled because of fog
3 This road isn't used very often.
4 I was accused of stealing money.
5 How are languages learnt?
6 We were advised not to go out alone.

UNIT 42

42.1

2 can't be broken
3 can be eaten.
4 it can't be used.
5 it can't be seen.
6 it can be carried

42.2

3 be made
4 be woken up
5 be spent
6 have been repaired
7 be carried
8 have been caused

42.3

2 The concert has been postponed.
3 The computer is being used at the moment.
4 I didn't realise that our conversation was being recorded.
5 ...we found that the game had been cancelled.
6 A new ring road is being built round the city.
7 A new hospital has been built near the airport.

42.4

3 It has been stolen! / It's been stolen!
4 Somebody has taken it. *or* ...taken my umbrella.
5 He has been promoted. / He's been promoted. *or* He was promoted.
6 It is being redecorated. / It's being redecorated.
7 It is working again. / It's working again .. It has been repaired / It's been repaired.
8 Two people were arrested last night.
9 It had been blown down in the storm. *or* It was blown down...
10 Nobody has seen him since then.
11 Have you ever been mugged?

UNIT 43

43.1

2–6:
Beethoven was born in 1770.
Agatha Christie was born in 1891.
Galileo was born in 1564.
Mahatma Gandhi was born in 1869.
Martin Luther King was born in 1929.
Elvis Presley was born in 1935.
Leonardo da Vinci was born in 1452.
William Shakespeare was born in 1564.
7 I was born in...

43.2

2 I was asked some difficult questions at the interview.
3 Janet was given a present by her colleagues when she retired.
4 I wasn't told that George was ill.
5 How much will you be paid?
6 I think Tom should have been offered the job.
7 Have you been shown what to do?

43.3

2 being invited
3 being given
4 being attacked
5 being asked
6 being paid

43.4

2 got stung
3 get broken
4 get used
5 got stolen
6 got stopped
7 get paid
8 get damaged / get broken
9 get asked

UNIT 44

44.1

2 The weather is expected to be good tomorrow.
3 The thieves are believed to have got in through the kitchen window.
4 Many people are reported to be homeless after the floods.
5 The prisoner is thought to have escaped by climbing over a wall.
6 The man is alleged to have driven through the town at 90 miles an hour.
7 The building is reported to have been badly damaged by fire.
8 a The company is said to be losing a lot of money.
b The company is believed to have lost a lot of money last year
c The company is expected to lose money this year

44.2

2 He is supposed to be very rich.
3 He is supposed to write poetry.
4 He is supposed to have 12 children.
5 He is supposed to have robbed a bank a long time ago.

44.3

3 are / 're supposed to be
4 are / 're supposed to start
5 aren't / 're not supposed to block
6 was supposed to phone
7 weren't supposed to arrive *or* ...supposed to come

UNIT 45

45.1

1 b
2 a
3 a
4 b

45.2

2 To have it cleaned.
3 To have it repaired.
4 To have my hair cut.

45.3

2 I had it cut.
3 They had it painted.
4 She had them made

45.4

2 have another key made
3 had your hair cut
4 Have you had your hair cut
5 Do you have a newspaper delivered
6 are having a swimming pool built
7 haven't had the film developed
8 have it cleaned
9 have your ears pierced

45.5

2 She had her bag stolen on a train.
3 He had his hat blown off in the wind.
4 She had her passport taken away from her by the police.

UNIT 46

46.1

2 He said that his father wasn't very well.
3 He said that Sharon and Paul were getting married next month.
4 He said that Margaret had had a baby
5 He said that he didn't know what Fred was doing.
6 He said that he had / he'd seen Helen at a party in June and she had seemed fine. *or* He said that he saw Helen... and she seemed ..
7 He said that he hadn't seen Diane recently.
8 He said that he wasn't enjoying his job very much.
9 He said that I could come and stay at his flat if I was ever in London.
10 He said that his car had been stolen a few weeks ago. *or* ...that his car was stolen...
11 He said he wanted to go on holiday but he couldn't afford it
12 He said he would / he'd tell Ann he had / he'd seen me. *or* .he saw me.

46.2

Example answers:
2 I thought you said she wasn't coming / .she was going somewhere else.
3 I thought you said she didn't like him.
4 I thought you said you didn't know many people.
5 I thought you said you wouldn't be here next week. / ...you would be away...
6 I thought you said you were staying at home. / ...you weren't going out.
7 I thought you said you couldn't speak (any) French.
8 I thought you said you went to the cinema last week. / ...you had been to the cinema last week.

UNIT 47

47.1

2 But you said you didn't like fish.
3 But you said you couldn't drive
4 But you said Jane had a very well paid job.
5 But you said you didn't have any brothers or sisters.
6 But you said you had never been to the United States.
7 But you said you were working tomorrow evening.
8 But you said Jane was a friend of yours.

47.2

2 Tell
3 Say
4 said
5 told
6 said
7 tell ... said
8 tell ... say
9 told
10 said

47.3

2 her to slow down.
3 her not to worry.
4 asked Tom to give me a hand.
5 asked me to open my bag.
6 asked him to repeat what he (had) said.
7 told her not to wait for me if I was late.
8 asked her to marry him.
9 I told him to mind his own business.

UNIT 48

48.1

2 Where do you live now?
3 Are you married?
4 How long have you been married?
5 Have you got (any) children? *or* Do you have (any) children?
6 How old are they?
7 What does your husband do?
8 Does he enjoy his job?
9 Did he arrest anyone yesterday?
10 How often do you go on holiday?
11 Where are you going next year? *or* Where are you going to go...?

48.2

3 Who gave you the key? *or* Who gave it to you?
4 What happened?
5 What did she tell you? *or* What did Diane tell you?
6 Who does it belong to? *or* Who does this book...?
7 Who lives in that house? *or* Who lives there?
8 What did you fall over?
9 What fell on the floor?
10 What does it mean? *or* What does this word mean?
11 Who did you borrow it from? *or* .borrow the money from?
12 What are you worried about?

48.3

2 How is cheese made?
3 When was the computer invented?
4 Why isn't Sue working today?
5 What time are your friends coming?
6 Why was the concert cancelled?
7 Where was your mother born?
8 Why didn't you come to the party?
9 How did the accident happen?
10 Why doesn't this machine work?

48.4

2 Don't you like him?
3 Isn't it good?
4 Haven't you got any? / Don't you have any?

UNIT 49

49.1

2 Could you tell me where the post office is?
3 I wonder what the time is.
4 I want to know what this word means.
5 Do you know what time they left?
6 I don't know if/whether Sue is going out tonight.
7 Have you any idea where Carol lives?
8 I can't remember where I parked the car.
9 Can you tell me if/whether there is a bank near here?
10 Tell me what you want.
11 I don't know why Kay didn't come to the party.
12 Do you know if/whether you have to pay to park here?
13 I've no idea who that woman is.
14 Do you know if/whether Ann received my letter?
15 Can you tell me how far it is to the airport?

49.2

1 she has gone
2 when she will be back / when she'll be back
3 if/whether she went out alone

49.3

2 He asked me where I had been. *or* where I'd been.
3 He asked me how long I had been back. *or* ...how long I'd been back.
4 He asked me what I was doing now.
5 He asked me where I was living
6 He asked me why I had come back / ...why I'd come back / ...why I came back.

7 He asked me if/whether I was glad to be back.
8 He asked me if/whether I had any plans to go away again.
9 He asked me if/whether I could lend him some money.

UNIT 50

50.1

2 doesn't
3 was
4 will
5 am ... isn't
6 should
7 won't
8 do
9 could
10 would ... could ... can't

50.2

3 Do you? I don't.
4 Didn't you? I did.
5 Haven't you? I have.
6 Did you? I didn't.

50.3

Example answers:
3 So did I. *or* Did you? I didn't.
4 Neither will I *or* Won't you? Why not?
5 So do I. *or* Do you? I live in a village.
6 So would I. *or* Would you? I wouldn't.
7 Neither can I. *or* Can't you? I can.

50.4

2 I hope so
3 I expect so.
4 I don't think so.
5 I'm afraid not.
6 I'm afraid so.
7 I suppose so.
8 I hope not.
9 I think so.

UNIT 51

51.1

3 haven't you
4 were you
5 does she
6 isn't he
7 hasn't she
8 can't you
9 will he
10 aren't there
11 shall we
12 is it
13 aren't I
14 would you
15 will you
16 should I
17 will you
18 had he

51.2

2 It's (very) expensive, isn't it?
3 The film was great, wasn't it?
4 She has / She has got / She's got a lovely voice, hasn't she? *or* She has a lovely voice, doesn't she?
5 It doesn't look very good, does it?
6 You've had your hair cut, haven't you?
7 This bridge isn't very safe, is it?

51.3

2 Jack, you couldn't get me some stamps, could you?
3 Kate, you don't know where Ann is, do you? *or* ...you haven't seen Ann, have you?
4 Helen, you haven't got a bicycle pump, have you? *or* ...you don't have a bicycle pump, do you?
5 Robin, you haven't seen my keys, have you?

UNIT 52

52.1

2 making
3 listening
4 applying
5 washing
6 being
7 working
8 using
9 seeing
10 writing
11 being
12 trying

52.2

2 playing tennis
3 driving too fast
4 going for a swim
5 breaking into the shop
6 waiting a few minutes

52.3

2 travelling during the rush hour
3 going away (until) tomorrow
4 not having a licence
5 turning the radio down
6 not interrupting me all the time

52.4

Example answers:
2 going out
3 sitting on the floor
4 having a picnic
5 laughing
6 breaking down

UNIT 53

53.1

2 She agreed to help him.
3 He offered to carry her bag.
4 They arranged to meet at 8 o'clock.
5 She refused to tell him her name.

53.2

2 to get
3 to buy / to have / to drive
4 (how) to use / how to operate
5 to be
6 say *or* to say

53.3

2 to go
3 going
4 waiting
5 to go
6 barking
7 to call
8 having
9 missing
10 to find

53.4

2 Tom appears to be worried about something.
3 You seem to know a lot of people.
4 My English seems to be getting better.
5 That car appears to have broken down.
6 David tends to forget things.
7 They claim to have solved the problem

53.5

2 how to use
3 what to do
4 how to ride
5 what to say
6 whether to go

UNIT 54

54.1

2 do you want me to lend you some
3 would you like me to shut it
4 would you like me to show you
5 do you want me to repeat it
6 do you want me to wait

54.2

2 to stay (with them, for a few days.
3 She wouldn't let him use her phone.
4 She warned him to be careful.
5 He asked her to give him a hand.

54.3

2 I didn't expect it to rain.
3 Let him do what he wants.
4 Glasses make him look older.
5 I want you to know the truth.
6 Remind me to phone my sister.
7 Sarah persuaded me to apply for the job.
8 My lawyer advised me not to say anything to the police.
9 I was warned not to believe everything he says.
10 Having a car enables you to travel round more easily.

54.4

2 to go
3 to do
4 read
5 to go
6 to go
7 eating
8 cry
9 to study

UNIT 55

55.1

2 driving
3 to go
4 to go
5 raining
6 to buy
7 asking
8 asking
9 to answer
10 breaking
11 to pay
12 eating
13 to shut
14 meeting ... to see
15 crying *or* to cry
16 to get

55.2

2 He can remember going to Paris when he was eight.
3 He can't remember falling into a river
4 He can remember crying on his first day at school
5 He can't remember saying he wanted to be a doctor. *or* He can't remember wanting to be...
6 He can't remember being bitten by a dog.

55.3

1 b lending
c to phone
d to give
e leaving/putting
2 a saying
b to say *or* to tell you
3 a to become
b working
c reading

UNIT 56

56.1

2 Try turning it the other way.
3 Have you tried moving the aerial?
4 Why don't you try phoning him at work?
5 Have you tried taking an aspirin?

56.2

2 It needs cutting.
3 It needs redecorating.
4 They need tightening.
5 It needs emptying.

56.3

1 b knocking
c to put
d asking
e to reach
f to concentrate
2 a to go
b looking
c cleaning
d to go
e You don't need <u>to iron</u> ... It doesn't need <u>ironing</u>
3 a overhearing
b get *or* to get
c smiling
d make *or* to make

UNIT 57

57.1

3 likes taking / to take photographs.
4 doesn't like driving / to drive.
5 likes working / to work in the open air.
6 doesn't like taking / to take risks.
7 likes doing / to do nothing.
8 doesn't like being / to be kept waiting.

57.2

Example answers
2 I don't mind playing cards.
3 I hate doing the ironing.
4 I enjoy going to museums.
5 I don't like lying on the beach all day.

57.3

Example answers:
2 I wouldn't like to be a dentist.
3 I'd like to be a hairdresser.
4 I'd hate to be an airline pilot.
5 I wouldn't mind being a tourist guide.

57.4

2 waiting
3 going / to go
4 writing
5 working/being
6 to come / to go
7 wearing / to wear
8 to sit
9 to get
10 to talk / to speak

57.5

2 I would like / I'd like to have seen the programme.
3 I would hate to have lost my watch.
4 I would love to have met Ann.
5 I wouldn't like to have been alone.
6 I would prefer to have travelled by train.

UNIT 58

58.1

2 I prefer tennis to football. *or* .football to tennis.
3 I prefer phoning people to writing letters. *or* ...writing letters to phoning people.
4 I prefer going to the cinema to watching films on TV. *or* .watching films on TV to going to the cinema.
6 I prefer to phone people rather than write letters. *or* ...to write letters rather than phone people.
7 I prefer to go to the cinema rather than watch films on TV. *or* ...to watch films on TV rather than go to the cinema.

58.2

3 I'd prefer to listen to some music.
4 I'd rather go for a swim.
5 I'd rather wait a few minutes.
6 I'd prefer to eat at home.
7 I'd rather think about it for a while.
8 I'd rather stand.
9 I'd prefer to go alone.
11 I'd rather go for a swim than play tennis.
12 I'd rather wait a few minutes than leave now.
13 I'd prefer to eat at home rather than go to a restaurant.
14 I'd rather think about it for a while than decide now.

58.3

2 I told her
3 would you rather I did it
4 would you rather I answered it

58.4

2 stayed
3 stay
4 didn't
5 was
6 didn't

UNIT 59

59.1

2 lending you any money.
3 remembering names
4 passing the exam.
5 being late?
6 eating at home, we went to a restaurant.
7 doing nothing.
8 telling any of their friends
9 playing well.

59.2

2 by standing on a chair
3 by turning a key.
4 by borrowing too much money.
5 by driving too fast.
6 by putting some posters up on the walls.

59.3

2 paying
3 going
4 saying
5 going
6 using
7 travelling / being
8 telling
9 doing / having

59.4

2 I'm looking forward to seeing her
3 I'm not looking forward to going to the dentist.
4 She's looking forward to leaving school (next summer).
5 I'm looking forward to playing tennis (tomorrow).

UNIT 60

60.1

2 he wasn't used to having dinner so early, but after some time he got used to it. ... He is used to having dinner at six o'clock. (*or* He is used to eating at six o'clock.)
3 She wasn't used to working nights ... to get used to it ... She is used to working nights.

60.2

2 No, I'm used to sleeping on the floor.
3 I'm used to working hard. / I'm used to hard work.
4 I'm not used to going to bed (so) late

60.3

2 He wasn't used to the heat / ...to the hot weather / ...to living in a hot climate.
3 She had to get used to living
4 The children soon got used to her. / ...to their new teacher.
5 *(example answers)* You would have to get used to the weather / to the food / to speaking a foreign language.

60.4

3 drink
4 eating
5 having
6 have
7 go
8 be
9 being

UNIT 61

61.1

2 doing
3 coming / going
4 doing / trying
5 buying
6 hearing
7 going
8 having
9 being
10 watching
11 inviting / asking

61.2

2 in solving
3 of living
4 of causing
5 (from) walking
6 for interrupting
7 of spending
8 from escaping
9 on helping
10 to playing

61.3

2 Tom insisted on driving Ann to the station.
3 Jim congratulated me on getting married.
4 Mrs Bond thanked Sue for coming to see her.
5 I warned Jack against staying at the hotel near the airport.
6 Mary apologised to me for not phoning (me) earlier.
7 Jane accused me of being selfish.

UNIT 62

62.1

2 It's no use asking Tom.
3 There's no point in going out
4 it's no good phoning her now
5 it's not worth complaining (about what happened)
6 I think it's a waste of time reading newspapers.

62.2

2 repairing.
3 visiting.
4 It's worth considering.
5 It's worth reading.
6 They aren't / They're not worth keeping.

62.3

2 There's no point in eating if you're not hungry.
3 There's no point in working if you don't need money.
4 There's no point in studying if you feel tired.

62.4

2 I have difficulty remembering people's names.
3 She had no difficulty getting a job.
4 Do you have difficulty understanding him?
5 You won't have any difficulty getting a ticket for the concert.

62.5

2 reading
3 writing
4 watching
5 climbing / going / walking

62.6

2 go skiing
3 went swimming
4 goes riding
5 go shopping

UNIT 63

63.1

2 I had to go to the bank to get some money.
3 I'm saving money to go to Canada.
4 I went into hospital to have an operation.
5 I'm wearing two pullovers to keep warm.
6 I phoned the police station to report that my car had been stolen.

63.2

2 to read
3 to walk *or* to go on foot
4 to drink
5 to put / to carry
6 to discuss / to consider / to talk about
7 to buy / to get
8 to talk / to speak
9 to wear / to put on
10 to celebrate
11 to help / to assist

63.3

2 for
3 to
4 to
5 for
6 to
7 for
8 for ... to

63.4

2 We wore warm clothes so that we wouldn't get cold.
3 The man spoke very slowly so that I would understand what he said. *or* ...so that I could understand...
4 I whispered so that nobody else could hear our conversation. *or* ...would hear our conversation.
5 Please arrive early so that we can start the meeting on time

6 She locked the door so that she wouldn't be disturbed.
7 I slowed down so that the car behind could overtake.

UNIT 64

64.1
2 This machine is quite easy to use.
3 The window was very difficult to open.
4 Some words are impossible to translate.
5 That chair isn't safe to stand on.
6 A car is expensive to maintain.

64.2
2 It's an easy mistake to make.
3 It's a nice place to live (in).
4 It was a good game to watch.

64.3
2 It's careless of you to make the same mistake again and again.
3 It was nice of Don and Jenny to invite me to stay with them.
4 It wasn't very considerate of John to make so much noise (when I was trying to sleep).

64.4
2 am/was glad to hear
3 were surprised to see
4 am/was sorry to hear

64.5
2 Paul was the last (person) to arrive.
3 Fiona was the only student / the only one to pass the exam.
4 I was the second customer/ person to complain (to the restaurant manager about the service).
5 Neil Armstrong was the first person/man to walk on the moon.

64.6
2 are bound to be
3 is sure to forget
4 is not / isn't likely to rain
5 is likely to be

UNIT 65

65.1
3 I'm afraid of losing it
4 We were afraid to go swimming
5 We were afraid of missing our train
6 We were afraid to look.
7 She was afraid of spilling the drinks.
8 a I was afraid to eat it
b I was afraid of making myself ill.

65.2
2 in starting
3 to read
4 in getting
5 to hear / in hearing
6 in going

65.3
2 to disturb
3 for being late *or* I was late
4 for saying *or* I said
5 to hear

65.4
1 b to leave
c from leaving
2 a to solve
b in solving
3 a of going
b to go
c to going
d to go
4 a to buy
b to buy
c on buying
d of buying

UNIT 66

66.1
2 arrive
3 take it / do it
4 it ring
5 him play / him playing
6 you lock it / you do it
7 her fall

66.2
2 We saw Dave and Helen playing tennis.
3 We saw Clare having a meal in a restaurant. / We saw Clare eating in a restaurant.
4 We heard Bill playing the guitar.
5 We could smell the dinner burning.
6 We saw Linda jogging.

66.3
3 happen
4 tell
5 crying
6 cycling
7 say
8 run ... open ... climb
9 explode
10 crawling
11 slam
12 sleeping

UNIT 67

67.1
2 Emma was sitting in an armchair reading a book.
3 Sue got home late feeling very tired.
4 Sarah went out saying she would be back in an hour.
5 Linda was in London for two years working as a tourist guide.
6 Mary walked round the town looking at the sights and taking photographs.

67.2
2 I fell asleep watching television.
3 The man slipped getting off a bus.
4 I got wet walking home in the rain.
5 Margaret had an accident driving to work yesterday.
6 Two firemen were overcome by smoke trying to put out the fire.

67.3
2 Having bought our tickets, we went into the theatre.
3 Having had dinner, they continued their journey.
4 Having done all her shopping, Lucy went for a cup of coffee.

67.4
2 Thinking they might be hungry, I offered them something to eat.
3 Being a foreigner, she needs a visa to stay in this country.
4 Not knowing his address, I wasn't able to contact him.
5 Having travelled a lot, Sarah knows a lot about other countries.
6 Not being able to understand English, the man didn't know what I wanted.
7 Having spent nearly all our money, we couldn't afford to stay in a hotel.

UNIT 68

68.1
3 a very nice restaurant
4 *right*
5 a toothbrush
6 a bank
7 an insurance company
8 *right*
9 *right*
10 a petrol station
11 a problem
12 an interview for a job
13 a necklace
14 a very good game

68.2
3 a key
4 a coat
5 sugar
6 a biscuit
7 electricity
8 a letter
9 blood
10 a question
11 a moment
12 a decision

68.3
2 days
3 meat
4 a queue
5 letters
6 friends
7 people
8 air
9 patience
10 languages
11 countries
12 space

UNIT 69

69.1

2 a a paper
b any paper
3 a a light
b Light
4 a time
b a wonderful time
5 advice
6 very good weather
7 bad luck
8 job
9 journey
10 total chaos
11 some
12 doesn't
13 Your hair is ... it
14 the damage ... was

69.2

2 information
3 chairs
4 furniture
5 hair
6 progress
7 job
8 work
9 permission
10 experience
11 experiences

69.3

2 I'd like some information about places to see (in this town).
3 Can you give me some advice about which examinations to take? / ...some advice about examinations?
4 What time is the news (on TV)?
5 It's a beautiful view, isn't it? or It's beautiful scenery, isn't it?
6 What horrible weather!

UNIT 70

70.1

3 It's a vegetable.
4 It's a game.
5 They're musical instruments.
6 It's a (tall/high) building.
7 They're planers.
8 It's a flower.
9 They're rivers.
10 They're birds.
12 He was a writer / a dramatist / a playwright.
13 He was a scientist / a physicist.
14 They were American presidents / presidents of the United States.
15 She was an actress / a film actress / a film star.
16 They were singers/musicians.
17 They were painters/artists.

70.2

2 He's a waiter.
3 She's a travel agent.
4 He's a pilot.
5 She's a driving instructor.
6 He's a plumber.
7 She's a journalist.
8 He's an interpreter.

70.3

4 a
5 an
6 – (collect stamps)
7 a
8 Some
9 – (I've got sore feet.)
10 a
11 a ... a
12 – (Those are nice shoes.)
13 some
14 a visa ... some countries
15 a teacher. Her parents were teachers too.
16 – (going to concerts)
17 some
18 a liar ... always telling lies

UNIT 71

71.1

1 ...and a magazine. The newspaper is in my bag but I don't know where I put the magazine.
2 I saw an accident this morning. A car crashed into a tree. The driver of the car wasn't hurt but the car was badly damaged.
3 ...a blue one and a grey one. The blue one belongs to my neighbours. I don't know who the owner of the grey one is.
4 My friends live in an old house in a small village. There is a beautiful garden behind the house. I would like to have a garden like that.

71.2

1 a a
b the
c the
2 a a
b a
c the
3 a a
b the
c the
4 a an ... The
b the
c the
5 a the
b a
c a

71.3

2 the dentist
3 the door
4 a mistake
5 the bus station
6 a problem
7 the post office
8 the floor
9 the book
10 a job in a bank
11 a small flat near the city centre
12 a small supermarket at the end of the street

71.4

Example answers:
3 Once or twice a year.
4 Thirty miles an hour.
5 About seven hours a night.
6 Two or three times a week.
7 About two hours a day.

UNIT 72

72.1

2 a nice holiday ... the best holiday
3 the nearest shop ... the end of this street
4 listen to the radio ... I haven't got a radio
5 to travel in space ... go to the moon
6 go to the cinema ... a lot of films on television
7 a nice day ... by the sea
8 for breakfast ... eat breakfast
9 where Room 25 is ... on the second floor
10 the most expensive hotel ... a cheaper hotel

72.2

2 the ... the
3 –
4 The
5 –
6 the
7 the information ... the top of page 15.

72.3

2 in a small village in the country
3 The moon ... the earth
4 the highest mountain in the world
5 the same thing
6 a very hot day ... the hottest day of the year
7 have lunch ... eat a good breakfast
8 live in a foreign country ... the language
9 on the wrong platform. We were on Platform 3 instead of Platform 8.

72.4

2 the cinema
3 the sea
4 dinner
5 Question 8
6 the gate
7 Gate 21

UNIT 73

73.1
2 to school
3 at home
4 for school *or* for work
5 to work *or* to school
6 in hospital
7 at university
8 in bed
9 to prison

73.2
1 c school
d school
e get home from school ... The school isn't very far
f school
g the school
2 a university
b university
c the university
3 a the hospital
b the hospital
c hospital
d hospital
4 a church
b church
c the church
5 a prison
b the prison
c prison
6 a bed
b home
c work
d bed
e work
f work
7 a the sea
b sea
c the sea

UNIT 74

74.1
Example answers:
2 I like cats.
3 I don't like zoos.
4 I don't mind fast food restaurants.
5 I'm not interested in football.

74.2
3 spiders
4 meat
5 **the** questions
6 **the** people
7 History
8 lies
9 **the** hotels
10 The water
11 **the** grass
12 patience

74.3
3 Apples
4 the apples
5 Women ... men
6 tea
7 The vegetables
8 Life
9 skiing
10 the people
11 people ... aggression
12 All the books
13 the beds
14 war
15 The First World War
16 unemployment
17 the marriage
18 Most people ... marriage ... family life . . society

UNIT 75

75.1
1 b the cheetah
c the kangaroo (and the rabbit)
2 a the swan
b the penguin
c the owl
3 a the wheel
b the laser
c the telescope
4 a the rupee
b the escudo
c the ...

75.2
2 a
3 the
4 a
5 the
6 the
7 a
8 (–)
9 The

75.3
2 the injured
3 the unemployed
4 the sick
5 the rich ... the poor

75.4
2 a German the Germans
3 a Frenchman / a Frenchwoman the French
4 a Russian the Russians
5 a Chinese the Chinese
6 a Brazilian the Brazilians
7 an Englishman / an Englishwoman the English
8 a/an .. the...

UNIT 76

76.1
2 the
3 The ... the
4 .
5 the
6 –

76.2
3 *right*
4 **the** United States
5 The south ... the north
6 *right*
7 **the** Channel
8 **the** Middle East
9 *right*
10 *right*
11 the Swiss Alps
12 The United Kingdom
13 The Seychelles ... the Indian Ocean
14 The River Volga ... the Caspian Sea

76.3
2 In South America
3 The Nile
4 Sweden
5 The United States
6 The Rockies
7 The Mediterranean
8 Australia
9 The Pacific
10 The Indian Ocean
11 The Thames
12 The Danube
13 Thailand
14 The Panama Canal
15 The Amazon

UNIT 77

77.1
2 Turner's in Carter Road
3 the Park Hotel in Park Road
4 St Peter's in Baines Street
5 the Royal Oak in Union Street
6 the City Museum in Baines Street
7 Lloyds Bank in Forest Avenue
8 Victoria Park at the end of Baines Street
9 the New China House in Carter Road

77.2
2 The Eiffel Tower
3 The Vatican
4 Buckingham Palace
5 Broadway
6 The White House
7 The Acropolis
8 St Mark's Cathedral

77.3
2 Hyde Park
3 St James's Park
4 The Grand Hotel ... Baker Street
5 Gatwick Airport
6 Liverpool University
7 Harrison's
8 the Ship Inn
9 The Statue of Liberty ... New York harbour
10 the Science Museum
11 IBM ... British Telecom
12 The Classic
13 the Great Wall
14 the Independent ... the Herald
15 Cambridge University Press

UNIT 78

78.1

3 shorts
4 a means
5 means
6 some scissors *or* a pair of scissors
7 a series
8 series
9 species

78.2

2 politics
3 economics
4 athletics
5 physics
6 gymnastics
7 electronics

78.3

2 don't
3 want
4 was
5 aren't
6 wasn't
7 does *or* do
8 isn't
9 they are
10 are
11 Do
12 is

78.4

2 wearing black jeans
3 *right* (is playing *is also correct*)
4 nice people
5 Ten pounds is not enough.
6 some new pyjamas *or* a new pair of pyjamas
7 *right* (hasn't *is also correct*)
8 Many people have
9 a policeman / a policewoman / a police officer
10 Have the police
11 These scissors aren't

UNIT 79

79.1

2 a computer magazine
3 holiday photographs
4 milk chocolate
5 a factory inspector
6 a central London hotel
7 examination results
8 the dining room carpet
9 a football club scandal
10 a two-part question
11 a seven-year-old girl

79.2

1 a a houseboat
b a boathouse
2 a a race horse
b a horse race
3 a a cardphone
b a phonecard

79.3

2 room number
3 seat belt
4 credit card
5 weather forecast
6 newspaper editor
7 shop window

79.4

3 20-pound
4 15-minute
5 60 minutes
6 two-hour
7 five courses
8 two-year
9 500-year
10 five days
11 six-mile

UNIT 80

80.1

3 that man's jacket
4 the top of the page
5 Charles's daughter
6 the cause of the problem
7 yesterday's newspaper
8 my father's birthday
9 the name of this street
10 the children's toys
11 the new manager of the company *or* the company's new manager
12 the result of the football match
13 our neighbours' garden
14 the ground floor of the building
15 Don and Mary's children
16 the economic policy of the government *or* the government's economic policy
17 Catherine's husband
18 the husband of the woman talking to Mary
19 Mike's parents' car
20 Helen's friend's wedding

80.2

2 a boy's name
3 children's clothes
4 a girls' school
5 a bird's nest
6 a women's magazine

80.3

2 Last week's storm caused a lot of damage.
3 The town's only cinema has closed down.
4 Britain's exports to the United States have fallen recently.
5 The region's main industry is tourism.

80.4

2 five minutes' walk *or* a five-minute walk
3 two weeks' holiday *or* a two-week holiday
4 an hour's sleep

UNIT 81

81.1

2 We met a relation of yours.
3 Henry borrowed a book of mine.
4 Ann invited some friends of hers to her flat.
5 We had dinner with a neighbour of ours.
6 I went on holiday with two friends of mine.
7 Is that man a friend of yours?
8 I met a friend of Jane's at the party.

81.2

2 my own television
3 her own money
4 her own business
5 his own private jet
6 his own ideas
7 its own parliament

81.3

2 your own fault
3 his own ideas
4 your own problems
5 her own decisions

81.4

2 makes her own clothes
3 writes his own songs
4 bake our own bread

81.5

2 my own
3 myself
4 himself
5 themselves
6 herself
7 their own
8 yourself
9 our own
10 her own

UNIT 82

82.1

2 hurt himself
3 blame herself
4 Put yourself
5 enjoyed themselves
6 burn yourself
7 express myself

82.2

2 me
3 myself
4 us
5 yourself
6 you
7 ourselves
8 themselves
9 them

82.3

2 feel
3 dried herself
4 concentrate
5 defend yourself
6 meeting
7 relax
8 wash

82.4

2 themselves
3 each other
4 each other
5 themselves
6 each other
7 ourselves
8 each other
9 ourselves to each other

82.5

2 He cut it himself.
3 I'll post it myself
4 Linda told me herself. *or* Linda herself told me.
5 Why can't you phone him yourself? *or* ...do it yourself?

UNIT 83

83.1

3 Is there ... there is / there's
4 there was ... It was
5 It was
6 There was
7 is it
8 It was
9 It is / It's
10 there wasn't
11 Is it ... it's
12 there was ... There was
13 It was
14 There wasn't
15 There was . it wasn't

83.2

2 There is a lot of salt in the soup.
3 There was nothing in the box.
4 There was a lot of violence in the film.
5 There were a lot of people in the shops.
6 *Example answers:*
There is / There's a lot to do in this town. / ...a lot of life in this town. / ...a lot happening in this town.

83.3

2 There might be *or* There should be
3 there will be *or* there should be
4 There's going to be *or* There might be
5 There used to be
6 there should be
7 there wouldn't be

83.4

2 there was a lot of snow
3 *right*
4 There used to be a church here
5 *right*
6 There must have been a reason.
7 *right*
8 There's sure to be a car park somewhere.
9 there will be an opportunity
10 *right*
11 there would be somebody to meet me at the station but there wasn't anybody.

UNIT 84

84.1

2 some
3 any
4 any ... some
5 some
6 any
7 any
8 some
9 any
10 any (some *is also possible*)

84.2

2 somebody/someone
3 anybody/anyone
4 anything
5 something
6 somebody/someone .. anybody/anyone
7 something ... anybody/anyone
8 Anybody/Anyone
9 anybody/anyone
10 anywhere
11 anywhere
12 somewhere
13 anywhere
14 anybody/anyone
15 something
16 Anybody/Anyone
17 She never tells anybody anything *or* ...anyone anything.

84.3

2 Any day
3 Anything
4 anywhere
5 Anything
6 Any time
7 Anybody/Anyone
8 Any newspaper / Any one

UNIT 85

85.1

2 Nobody/No one.
3 Nownere
4 None.
5 None
6 Nobody/No one.
7 Nothing.
9 I wasn't talking to anybody/anyone.
10 I'm not going anywnere
11 I haven't got any luggage.
12 They haven't got any children.
13 I didn't meet anybody/anyone.
14 I didn't buy anything.

85.2

3 no
4 any
5 None
6 none
7 No
8 any
9 any
10 none

85.3

2 nobody/no one
3 Nowhere
4 anything
5 Nothing ... anything
6 Nothing
7 anywhere
8 Nobody/no one said anything

85.4

2 nobody
3 anybody
4 Anybody
5 Nothing
6 Anything
7 anything

UNIT 86

86.1

3 a lot of salt
4 *right*
5 *right*
6 a lot
7 many / a lot of
8 a lot
9 *right*

86.2

2 plenty of money
3 plenty of room
4 plenty to learn
5 are plenty of things to see
6 There are plenty of hotels.

86.3

2 little
3 many
4 much
5 many
6 few
7 little

86.4

3 a few dollars
4 a little time
5 *right*
6 *right*
7 only a few words

86.5

2 a little
3 a few
4 few
5 little
6 A little
7 little
8 a few

UNIT 87

87.1

3 –
4 of
5 of
6 –
7 of
8 –
9 –

87.2

3 of my spare time
4 of the houses
5 accidents
6 of her friends
7 of the population
8 birds
9 of the people I invited
10 of her opinions
11 European countries
12 (of) my dinner

87.3

3 Many people
4 Some of the photographs
5 Some people
6 most of the food
7 all (of) the money
8 all the time
9 most of the time
10 Most people
11 half (of) the questions

87.4

2 All of them
3 none of us
4 some of it
5 none of them
6 None of it
7 Some of them
8 all of it

UNIT 88

88.1

2 Neither
3 either (of them)
4 both
5 Either
6 Neither

88.2

2 either
3 both
4 Neither of
5 neither . both / both the / both of the
6 both / both of

88.3

2 either of them
3 both of them
4 neither of us
5 neither of them

88.4

3 Both Jim and Carol are on holiday.
4 George neither smokes nor drinks.
5 Neither Jim nor Carol has (got) a car.
6 The film was both long and boring.
7 That man's name is either Richard or Robert.
8 I've got neither the time nor the money to go on holiday.
9 We can leave either today or tomorrow.

88.5

2 either
3 any
4 none
5 any
6 either
7 neither
8 none

UNIT 89

89.1

3 Everybody/Everyone
4 Everything
5 all
6 everybody/everyone
7 everything
8 All
9 everybody/everyone
10 All
11 everything / all
12 Everybody/Everyone
13 All
14 everything

89.2

2 The whole team played well.
3 He ate the whole box (of chocolates).
4 They searched the whole house.
5 Ann worked the whole day.
6 The whole family play/plays tennis.
7 It rained the whole week.
8 Ann worked all day.
9 It rained all week.

89.3

2 every four hours
3 every four years
4 every five minutes
5 every six months

89.4

2 every day
3 all day
4 The whole building
5 every time
6 all the time
7 all my luggage

UNIT 90

90.1

3 Each
4 Every
5 Each
6 every
7 each
8 every

90.2

3 Every
4 Each
5 every
6 every
7 each
8 every
9 every
10 each
11 Every
12 each

90.3

2 Sonia and I had ten pounds each. / ...each had ten pounds.
3 Those postcards cost 40 pence each. / ... are 40 pence each.
4 We paid £40 each. / We each paid £40.

90.4

2 everyone
3 every one
4 Everyone
5 every one

UNIT 91

91.1

2 A burglar is someone who breaks into a house to steal things.
3 A customer is someone who buys something from a shop.
4 A shoplifter is someone who steals from a shop.
5 A coward is someone who is not brave.
6 An atheist is someone who doesn't believe in God.
7 A pensioner is someone who no longer works and gets money from the state.
8 A tenant is someone who pays rent to live in a house or flat.

91.2

2 The man who/that answered the phone told me you were away.
3 The waitress who/that served us was very impolite and impatient.
4 The building that/which was destroyed in the fire has now been rebuilt.
5 The people who/that were arrested have now been released.
6 The bus that/which goes to the airport runs every half hour.

91.3

2 who/that runs away from home
3 that/which won the race
4 who/that stole my car
5 who/that invented the telephone
6 that/which were on the wall
7 that/which cannot be explained
8 that/which gives you the meaning of words
9 who/that are never on time
10 that/which can support life

UNIT 92

92.1
3 (who)
4 who
5 (who)
6 (that)
7 that
8 (that)
9 that

92.2
2 (that/which) Ann is wearing
3 (that/which) we wanted to visit
4 (that/which) you're going to see
5 (who/that) I invited to the party
6 (that/which) you had to do
7 (that/which) we hired
8 (that/which) Tom recommended to us

92.3
2 (that/which) we were invited to
3 (who/that) I work with
4 (that/which) you told me about
5 (that/which) we went to last night
6 (that/which, I applied for
7 (who/that) you can rely on
8 (who/that, I saw you with

92.4
2 (that)
3 what
4 that
5 (that)
6 (that)
7 what
8 (that)

UNIT 93

93.1
2 whose wife is an English teacher.
3 who owns a restaurant.
4 whose ambition is to climb Everest.
5 who have just got married.
6 whose parents used to work in a circus.

93.2
2 where we can have a really good meal
3 where I can buy some postcards
4 where we had the car repaired
5 where John is staying
6 where she (had, bought it

93.3
2 where
3 who
4 whose
5 where
6 whose
7 whom

93.4
Example answers:
2 we got stuck in a lift
3 I didn't write to you
4 you phoned
5 they haven't got a car
6 Mary got married

UNIT 94

94.1
3 which we enjoyed very much.
4 I went to see the doctor, who told me to rest for a few days.
5 John, who/whom I have known for a very long time, is one of my closest friends.
6 Sheila, whose job involves a lot of travelling, is away from home a lot.
7 The new stadium, which can hold 90,000 people, will be opened next month.
8 We often go to visit our friends in Bristol, which is only 30 miles away.
9 Glasgow, where my brother lives, is the largest city in Scotland.

94.2
3 The strike at the car factory, which lasted ten days, is now over
4 I've found the book I was looking for *or* ...the book that/which I was looking for.
5 The population of London, which was once the largest city in the world, is now falling.
6 Few of the people who/that applied for the job had the necessary qualifications.
7 Margaret showed me a photograph of her son, who is a policeman.

94.3
3 My office, which ... the building, is... (*commas*)
4 The office that/which... (*no commas*)
5 She told me her address, which.. (*comma*)
6 There are some words that/which... (*no commas*)
7 The sun, which .. in the universe, provides... (*commas*)

UNIT 95

95.1
2 This is a photograph of our friends, with whom we went on holiday. *or* ...who we went on holiday with.
3 The wedding, to which only members of the family were invited, took place last Friday. *or* The wedding, which only members of the family were invited to, took place.
4 Sheila, for whom we had been waiting, finally arrived *or* Sheila, who we had been waiting for, finally arrived.
5 We climbed to the top of the tower, from which we had a beautiful view. *or* ...which we had a beautiful view from.

95.2
2 We were given a lot of information, most of which was useless.
3 There were a lot of people at the party, only a few of whom I had met before.
4 I have sent her two letters, neither of which she has received.
5 Ten people applied for the job, none of whom were suitable.
6 Kate has got two cars, one of which she hardly ever uses
7 Norman won £50,000, half of which he gave to his parents.
8 Julia has two sisters, both of whom are teachers.

95.3
2 Jill isn't on the phone, which makes it difficult to contact her.
3 Neil has passed his examinations, which is good news
4 Our flight was delayed, which meant we had to wait four hours at the airport.
5 Ann offered to let me stay in her house, which was very nice of her.
6 The street I live in is very noisy at night, which makes it difficult to sleep.
7 Our car has broken down, which means we can't go away tomorrow.

UNIT 96

96.1
2 I didn't talk much to the man sitting next to me on the plane.
3 The taxi taking us to the airport broke down.
4 At the end of the street there is a path leading to the river.
5 A new factory employing 500 people has just opened in the town.
6 The company sent me a brochure containing all the information I needed.

96.2
2 The window broken in the storm last night has now been repaired.
3 Most of the suggestions made at the meeting were not very practical.
4 The paintings stolen from the museum haven't been found yet.
5 What was the name of the man arrested by the police?

96.3

3 living
4 offering
5 called
6 blown
7 sitting ... reading
8 working ... studying

96.4

3 There's somebody coming.
4 There were a lot of people travelling.
5 There was nobody else staying there
6 There was nothing written on it.
7 There's a course beginning next Monday.

UNIT 97

97.1

2 a exhausting
b exhausted
3 a depressing
b depressed
c depressed
4 a exciting
b exciting
c excited

97.2

2 interested
3 exciting
4 embarrassing
5 embarrassed
6 amazed
7 astonishing
8 amused
9 terrifying .. shocked
10 bored . boring
11 boring ... interesting

97.3

2 bored
3 confusing
4 disgusting
5 interested
6 annoyed
7 boring
8 interested
9 exhausted
10 excited
11 amusing
12 interesting

UNIT 98

98.1

2 an unusual gold ring
3 a nice new pullover
4 a new green pullover
5 a beautiful old house
6 black leather gloves
7 an old American film
8 a long thin face
9 big black clouds
10 a lovely sunny day
11 a long wide avenue
12 a small black metal box
13 a big fat black cat
14 a lovely little old village
15 beautiful long black hair
16 an interesting old French painting
17 an enormous red and yellow umbrella

98.2

3 the last two days
4 the first two weeks of September
5 the next few days
6 the first three questions (of the examination)
7 the next two years
8 the last three days of our holiday

98.3

2 tastes awful *or* tasted awful
3 feel fine
4 smell nice
5 look wet
6 sounds quite interesting *or* sounded quite interesting

98.4

2 happy
3 happily
4 violent
5 terrible
6 properly

UNIT 99

99.1

2 badly
3 easily
4 patiently
5 unexpectedly
6 regularly

99.2

3 selfishly
4 terribly
5 sudden
6 colourfully
7 colourful
8 badly
9 badly
10 safe
11 angrily

99.3

2 careful
3 continuously
4 happily
5 fluent
6 specially
7 complete
8 perfectly
9 nervous
10 financially / completely

99.4

2 seriously ill
3 absolutely enormous
4 slightly damaged
5 unusually quiet
6 completely changed
7 unnecessarily long
8 badly planned

UNIT 100

100.1

2 good
3 well
4 good
5 well
6 well
7 well
8 good
9 well
10 good
11 well

100.2

2 well-known
3 well-kept
4 well-balanced
5 well-informed
6 well-dressed
7 well-paid
8 Well done! (*2 separate words*)

100.3

2 *right*
3 *right*
4 *wrong* – hard
5 *right*
6 *wrong* slowly

100.4

2 hardly hear
3 hardly slept
4 hardly speak
5 hardly said
6 hardly changed
7 hardly recognised

100.5

2 hardly any
3 hardly anything
4 hardly anybody / hardly anyone
5 hardly ever
6 Hardly anybody / Hardly anyone
7 hardly anywhere
8 hardly ever
9 hardly any
10 hardly anything ... hardly anywhere

UNIT 101

101.1

4 so
5 so
6 such a
7 so
8 such
9 such a
10 such a
11 so
12 so ... such
13 so
14 such a
15 such a

101.2

3 I was so tired (that) I couldn't keep my eyes open.
4 We had such a good time on holiday (that) we didn't want to come home.
5 She speaks English so well (that you would think it was her native language. *or* She speaks such good English (that)...

6 I've got such a lot of things to do (that) I don't know where to begin. *or* I've got so many things to do (that)...
7 The music was so loud (that) you could hear it from miles away.
8 I had such a big breakfast (that) I didn't eat anything else for the rest of the day.
9 It was such horrible weather (that) we spent the whole day indoors

101.3

Example answers:
2 a It's so oppressive.
b It's such an oppressive place.
3 a She's so friendly
b She's such a friendly person.
4 a It's so exhausting.
b It's such an exhausting job.
5 a I haven't seen you for so long.
b I haven't seen you for such a long time.

UNIT 102

102.1

2 enough money
3 enough milk
4 warm enough
5 enough room
6 well enough
7 enough time
8 enough qualifications
9 big enough
10 enough cups

102.2

2 too busy to talk
3 too late to go
4 warm enough to sit
5 too nice to be
6 enough energy to play
7 too far away to hear
8 enough English to read

102.3

2 This coffee is too hot to drink.
3 The piano was too heavy to move.
4 This coat isn't warm enough to wear in winter.
5 The situation is too complicated to explain.
6 This sofa isn't wide enough for three people to sit on.
7 The wall was too high to climb over.
8 Some things are too small to see without a microscope.

UNIT 103

103.1

2 quite a good voice.
3 quite a long way.
4 quite a busy day.
5 quite a nice time.
6 quite a strong wind.
7 quite a frightening experience.
8 quite a lot of mistakes.

103.2

2 quite well but it's rather noisy
3 rather long but quite interesting
4 quite a hard worker but he's rather slow
5 rather disappointed ... quite pleased
6 quite a well paid job but it's rather hard work
7 quite near us but it's rather difficult...

103.3

3 more than a little...
4 completely
5 more than a little...
6 more than a little. .
7 completely

103.4

2 quite safe.
3 quite impossible.
4 quite right.
5 quite different.
6 quite unnecessary.
7 quite sure.
8 quite amazing.

UNIT 104

104.1

2 stronger
3 smaller
4 more expensive
5 warmer
6 more interesting
7 more difficult
8 better
9 worse
10 longer
11 more quietly
12 more often
13 further
14 happier / more cheerful

104.2

3 more serious than
4 thinner
5 bigger
6 more interested
7 more important than
8 simpler / more simple
9 more crowded than
10 more peaceful than
11 more easily
12 higher than

104.3

2 It takes longer by train than by car.
3 I ran further than Dave.
4 Joe did worse than Chris.
5 My friends arrived earlier than I expected.
6 The buses run more often than the trains. *or* ...run more frequently than the trains. *or* The buses are more frequent than the trains.
7 We were busier than usual at work today. *or* We were busier at work today than usual.

UNIT 105

105.1

2 much bigger
3 much more complicated than
4 a bit happier
5 far more interesting than
6 a bit more slowly
7 a lot easier
8 slightly older

105.2

2 any earlier
3 no more expensive than
4 any further
5 no worse than

105.3

2 bigger and bigger
3 heavier and heavier
4 more and more nervous
5 worse and worse
6 more and more expensive
7 better and better
8 more and more talkative

105.4

2 the more I liked him *or* the more I got to like him
3 the more your profit (will be) *or* the higher your profit (will be) *or* the more profit you will make
4 the harder it is to concentrate
5 the more impatient she became

105.5

2 older
3 older *or* elder
4 older

UNIT 106

106.1

2 as high as yours.
3 You don't know as much about cars as me. *or* ...as I do.
4 It isn't as cold today as it was yesterday.
5 I don't feel as tired today as I felt yesterday. *or* ...as I did...
6 They haven't lived here as long as us. *or* ...as we have.
7 I wasn't as nervous before the interview as I usually am. *or* ...as usual

106.2

3 The station wasn't as far as I thought.
4 The meal cost less than I expected. / ...was cheaper than I expected. / ...wasn't as expensive as I expected.
5 I don't go out as much as I used to. / ...as often as I used to.
6 She used to have longer hair.
7 You don't know them as well as me. *or* ...as I do.
8 There weren't as many people at this meeting as at the last one.

106.3

2 as well as
3 as long as
4 as soon as
5 as often as
6 as quietly as
7 just as comfortable as
8 just as well-qualified as
9 just as bad as

106.4

2 Your hair is the same colour as mine
3 I arrived at the same time as you (did).
4 My birthday is (on) the same day as Tom's. *or* My birthday is the same as Tom's.

106.5

2 than him / than he does
3 as me / as I do
4 than us / than we were
5 than her / than she is
6 as them / as they have been

UNIT 107

107.1

2 It's the cheapest restaurant in the town.
3 It was the happiest day of my life.
4 She is the most intelligent student in the class.
5 It is the most valuable painting in the gallery.
6 It is the busiest time of the year
8 He's one of the richest men in the world.
9 It is one of the oldest castles in Britain.
10 She is one of the best players in the team
11 It was one of the worst experiences of my life.
12 He is one of the most dangerous criminals in the country.

107.2

3 larger
4 the longest
5 happier
6 the worst
7 the most popular
8 the highest . higher
9 most enjoyable
10 more comfortable
11 the quickest
12 The oldest *or* The eldest

107.3

2 That's the funniest joke I've ever heard.
3 This is the best coffee I've ever tasted.
4 She is the most patient person I've ever met.
5 That's the furthest (*or* farthest) I've ever run.
6 It is/was the worst mistake I've ever made.
7 Who is the most famous person you've ever met?

UNIT 108

108.1

3 Jim doesn't like football very much.
4 *right*
5 I ate my dinner quickly...
6 Are you going to invite a lot of people to the party?
7 *right*
8 Did you go to bed late last night?
9 *right*
10 *right*
11 I met a friend of mine on my way home.
12 I fell off my bicycle yesterday.

108.2

2 We won the game easily.
3 I closed the door quietly.
4 Diane speaks German quite well.
5 Tim watches television all the time.
6 Please don't ask that question again.
7 Does Ken play football every weekend?
8 I borrowed some money from a friend of mine.

108.3

2 I go to the bank every Friday.
3 Why did you come home so late?
4 Ann drives her car to work every day.
5 I haven't been to the cinema recently.
6 Please write your name at the top of the page.
7 I remembered her name after a few minutes.
8 We walked around the town all morning.
9 I didn't see you at the party on Saturday night.
10 We found some interesting books in the library.
11 Sally took the children to the zoo yesterday.
12 They are building a new hotel opposite the park.

UNIT 109

109.1

3 I usually have...
4 *right*
5 Steve hardly ever gets angry.
6 I also went to the bank.
7 Jane always has to hurry. .
8 We were all tired so we all fell asleep.
9 *right*

109.2

2 We were all on holiday.
3 We were all staying at the same hotel.
4 We all enjoyed ourselves.
5 Catherine is always very generous.
6 I don't usually have to work on Saturdays.
7 Do you always watch television in the evenings?
8 He is also learning Italian.
9 That hotel is probably very expensive.
10 It probably costs a lot to stay there.
11 I can probably help you.
12 I probably can't help you

109.3

2 usually take
3 am usually
4 has probably gone

5 were both born
6 can also sing
7 often breaks
8 have never spoken
9 always have to wait
10 can only read
11 will probably be leaving
12 probably won't be
13 is hardly ever
14 are still living
15 would never have met
16 Yes, I always am at this time of day. (*but* I am always tired)

UNIT 110

110.1

3 He doesn't write poems any more.
4 He still wants to be a teacher.
5 He's not / He isn't interested in politics any more.
6 He's still single.
7 He doesn't go fishing any more
8 He hasn't got a beard any more. / He doesn't have...
10–12
He no longer writes poems.
He is no longer interested in politics.
He no longer goes fishing.
He no longer has a beard. / He has no longer got a beard. / He's no longer got...

110.2

2 He hasn't gone yet.
3 They haven't finished their dinner yet.
4 They haven't woken up yet.
5 She hasn't found a job yet. *or* ...found one yet.
6 I haven't decided (what to do) yet.
7 It hasn't taken off yet.

110.3

5 I don't want to go out yet.
6 she doesn't work there any more
7 I still have a lot of friends there.
8 We've already met.
9 Do you still live in the same house
10 have you already eaten
11 He isn't here yet.
12 he still isn't here (he isn't here yet *is also possible*)
13 are you already a member
14 I can still remember it very clearly.
15 These trousers don't fit me any more.
16 Have you finished with the paper yet?
No, I'm still reading it.

UNIT 111

111.1

2 even Angela
3 not even Sharon
4 even Angela
5 even Linda
6 not even Angela

111.2

2 She even has to work on Sundays.
3 They even painted the floor.
4 You could even hear the noise from the next street. *or* ...hear it from...
5 They even have the windows open when it's freezing. *or* ...have them open...
7 I can't even remember her name.
8 There isn't even a cinema.
9 He didn't even tell his wife (where he was going).

111.3

2 even older
3 even better
4 even more difficult
5 even worse
6 even less

111.4

2 if
3 even if
4 even
5 even though
6 Even
7 Even though
8 even if
9 Even though

UNIT 112

112.1

2 Although I had never seen her before
3 although it was quite cold
4 although we don't like them very much
5 Although I didn't speak the language
6 Although the heating was on
7 although I'd met her twice before
8 although we've known each other for a long time

112.2

2 a In spite of
b Although
3 a because
b although
4 a because of
b in spite of
5 a although
b because of
Example answers:
6 a he didn't study very hard
b he studied very hard
7 a I was hungry.
b being hungry / my hunger / the fact that I was hungry

112.3

2 In spite of having very little money, they are happy.
3 Although my foot was injured, I managed to walk to the nearest village. *or* I managed to walk to the nearest village although my...
4 I enjoyed the film in spite of the silly story. / ...in spite of the story being silly / ...in spite of the silliness of the story. / ...in spite of the fact the story was silly. *or* In spite of..., I enjoyed the film.
5 Despite living in the same street, we hardly ever see each other. *or* Despite the fact that we live in... *or* We hardly ever see each other despite...
6 I got very wet in the rain even though I had an umbrella. *or* Even though I had an umbrella, I got .

112.4

2 It's a bit windy though.
3 We ate it though.
4 I don't like her husband though.

UNIT 113

113.1

2 she gets lost
3 She's going to take an umbrella in case it rains.
4 She's going to take her camera in case she wants to take some photographs.
5 She's going to take some water in case she gets thirsty.
6 She's going to take a towel in case she wants to have a swim.

113.2

1 in case you need to contact me.
2 I'll say goodbye now in case I don't see you again before you go.
3 Can you check the list in case we've forgotten something? *or* ...forgotten anything?

113.3

2 He wrote down the name of the book in case he forgot it.
3 I phoned my parents in case they were worried about me.
4 I wrote to Jane again in case she hadn't received my first letter.
5 I gave them my address in case they came to London one day.

113.4

3 If	7 if
4 if	8 in case
5 in case	9 in case
6 if	

UNIT 114

114.1

2 unless you listen carefully.
3 I'll never speak to her again unless she apologises to me.
4 He won't be able to understand you unless you speak very slowly.
5 I'm going to look for another job unless the company offer (*or* offers) me more money.

114.2

2 I'm not going to the party unless you go too. *or* ...unless you come too.
3 The dog won't attack you unless you move suddenly.
4 He won't speak to you unless you ask him a question.
5 The doctor won't see you today unless it's an emergency.

114.3

2 unless	7 provided
3 providing	8 Unless
4 as long as	9 unless
5 unless	10 as long as
6 unless	

114.4

Example answers:
2 I have to work.
3 I don't have to work.
4 she has time.
5 it isn't raining.
6 I'm in a hurry.
7 you have something else to do.
8 you pay it back as soon as possible.
9 you take risks.

UNIT 115

115.1

3 *because*
4 *at the same time as*
5 *at the same time as*
6 *because*
7 *because*

115.2

2 As it was a nice day, we went for a walk by the sea.
3 As we didn't want to wake anybody up, we came in very quietly.
4 As the door was open, I walked in.
5 As none of us had a watch, we didn't know what time it was.

115.3

2 We all smiled as we posed for the photograph.
3 I burnt myself as I was taking a hot dish out of the oven.
4 The crowd cheered as the two teams ran onto the field.
5 A dog ran out in front of the car as we were driving along the road.

115.4

2 when	5 as
3 as	6 when
4 When	

115.5

Example answers:
1 you were getting into your car.
2 we started playing tennis.
3 I had to walk home.
4 somebody walked in front of the camera.

UNIT 116

116.1

3 like	8 As	13 like
4 like	9 as	14 like
5 as	10 like	15 as
6 like	11 as	16 as
7 like	12 like	

116.2

2 as a tourist guide
3 like blocks of ice
4 like a beginner
5 like a church
6 as a birthday present
7 as a problem
8 like winter
9 like a child

116.3

1 like	6 like	11 like
2 as	7 as	12 as
3 like	8 as	13 Like
4 like	9 as	14 as
5 as	10 like	15 as

UNIT 117

117.1

2 as if she had hurt her leg.
3 as if he meant what he was saying.
4 as if it has just been cut.
5 as if he hadn't eaten for a week.
6 as if she was enjoying it.
7 as if I'm going to be sick.
8 as if she didn't want to come.

117.2

2 You look as if you've seen a ghost.
3 You sound as if you're enjoying it. *or* ...as if you've been enjoying it.
4 I feel as if I've run a marathon.

117.3

2 It looks as if it's going to rain.
3 It sounds as if they are having an argument.
4 It looks as if there's been an accident.
5 It looks as if we'll have to walk.
6 It sounds as if you had a good time.

117.4

2 as if I was/were
3 as if she was/were
4 as if it was/were

UNIT 118

118.1

3 during	9 during
4 for	10 for
5 during	11 for
6 for	12 for
7 for	13 during
8 for	14 for

118.2

3 while	10 while
4 While	11 during
5 During	12 while
6 while	13 during
7 during	14 while
8 During	15 while
9 while	

118.3

Example answers:
3 I was doing the housework.
4 I make a quick phone call?
5 the lesson.
6 the interview.
7 the car is moving.
8 the meal.
9 the game.
10 we were playing football.

UNIT 119

119.1

2 by 10.30.
3 by Saturday whether you can come to the party.
4 Please make sure you're here by 2 o'clock. *or* Please be here...
5 If we leave now, we should arrive by lunchtime.

119.2

3 by
4 until
5 until ... by
6 by
7 until
8 by
9 by
10 until
11 By
12 by

119.3

Example answers:
3 until I come back.
4 by 5 o'clock.
5 by next Friday.
6 until midnight.

119.4

2 By the time I got to the station
3 By the time the police arrived
4 By the time the guards discovered what had happened
5 By the time I (had) finished my work

UNIT 120

120.1

2 on Sundays.
3 at night.
4 in the evening
5 on 21 July 1969.
6 at the same time.
7 in the 1920s.
8 in about 20 minutes.
9 at the moment
10 at Christmas.
11 in the Middle Ages.
12 in 11 seconds.

120.2

2 a on
b at
3 a in
b on
4 a on
b –
5 a in
b at
6 a in
b on
c –

120.3

1 in
2 on
3 in
4 on
5 in
6 in
7 at
8 on
9 at
10 On Saturday night. at 11 o'clock
11 at
12 at 5 o'clock in the morning
13 on 7 January .. in April
14 in
15 on Tuesday morning ... in the afternoon
16 in
17 at
18 on
19 in

UNIT 121

121.1

2 on time
3 in time
4 on time
5 in time
6 on time
7 in time
8 in time
9 on time

121.2

2 I/we got home just in time.
3 I stopped him just in time.
4 I/we got to the cinema just in time for the beginning of the film.

121.3

2 at the end of the month
3 at the end of the course
4 at the end of the race
5 at the end of the interview

121.4

2 In the end she resigned.
3 In the end I gave up.
4 In the end we decided not to go. *or* .. we didn't go.

121.5

2 In
3 at ... at
4 in
5 in
6 at
7 in
8 at
9 in

UNIT 122

122.1

2 At the traffic lights.
3 On his arm. *or* On the man's arm.
4 a On the door.
b In the door
5 In Paris.
6 On the wall.
7 a At the top of the stairs.
b At the bottom (of the stairs).
8 a At the gate.
b On the gate.
9 At the end of the queue.
10 On the beach.

122.2

2 on my guitar
3 at the next garage
4 in your coffee
5 on that tree
6 in the mountains
7 on the island
8 at the window

122.3

2 on the wall in the kitchen
3 at
4 on
5 At
6 on
7 at
8 in ... in
9 on
10 in
11 on

UNIT 123

123.1

2 On the second floor
3 On the corner. *or* At the corner.
4 In the corner.
5 In the back of the car.
6 in a mirror.
7 At the front.
8 In the back row.
9 a On the left.
b On the right.
10 On a farm.

123.2

2 on the right
3 in the world
4 on my way to work
5 on the west coast
6 in the front row
7 at the back of the class
8 on the back of the envelope

123.3

1 in
2 on *or* at
3 in
4 on ... on
5 at
6 in the paper ... on the back page
7 in
8 in
9 in
10 on
11 on

UNIT 124

124.1

2 on a train
3 at a conference
4 in hospital
5 at the hairdresser / at the hairdresser's
6 on her bicycle
7 in New York
8 at the National Theatre

124.2

2 in bed
3 What's on at the cinema
4 in prison
5 at school
6 at the Sports Centre
7 in hospital
8 at the airport
9 on the plane
10 at sea

124.3

1 at
2 at
3 on
4 in
5 at
6 at/in a very nice hotel . in Amsterdam
7 in
8 at work . at home in bed
9 at
10 in
11 at
12 in London ... at London University

UNIT 125

125.1

3 at
4 to
5 to
6 into
7 get home ... going to bed
8 at
9 to France .. in Brazil
10 to
11 in Chicago ... moved to New York ... lives in New York
12 to
13 into
14 to
15 at
16 to
17 Welcome to ...

125.2

Example answers:
2 I've been to Sweden once.
3 I've never been to the United States.
4 I've been to Paris a few times.

125.3

2 in	4 at	6 –
3 –	5 to	

125.4

2 I got on the bus.
3 I got out of the car.
4 I got off the train.
5 I got into the taxi. *or* I got in the taxi
6 I got off the plane.

UNIT 126

126.1

2 on the phone
3 on strike
4 on a tour
5 on holiday
6 on television
7 on purpose
8 on a diet
9 on business
10 on the whole

126.2

1 in cold weather
2 in pencil
3 in love
4 in block letters
5 in the shade
6 in my opinion
7 in cash

126.3

2 on
3 on
4 at
5 in
6 on
7 for
8 on
9 at
10 on
11 In my opinion ... on television
12 on
13 on
14 at
15 on
16 at
17 on
18 in

UNIT 127

127.1

2 by mistake
3 by hand
4 by cheque
5 by satellite
6 by chance

127.2

2 on
3 by
4 on
5 by car . on my bike
6 in
7 on
8 by

127.3

Example answers:
3 *Ulysses* is a novel by James Joyce.
4 *Yesterday* is a song by Paul McCartney
5 *Guernica* is a painting by Pablo Picasso.

127.4

1 by
2 with
3 by
4 by
5 with
6 by car ... in your car
7 on
8 by
9 by the bed with a lamp and a clock on it
10 by

127.5

2 by ten pence.
3 by two votes.
4 Kate by five minutes / her by five minutes.

UNIT 128

128.1

2 to the problem
3 with her brother
4 in prices
5 to your question
6 for a new road
7 in the number of people without jobs
8 for shoes like these any more
9 between your job and mine

128.2

2 invitation to
3 contact with
4 key to
5 cause of
6 reply to
7 connection between
8 pictures of
9 reason for
10 damage to

128.3

2 for	9 to *or* towards
3 of	10 with
4 to	11 in
5 in	12 for
6 for	13 to
7 of	14 of
8 in *or* to	15 for a rise in pay
	16 to
	17 with

UNIT 129

129.1

2 That was nice of her.
3 That was generous of him.
4 That wasn't very nice of them
5 That's very kind of you.
6 That wasn't very polite of him.
7 That's a bit childish of them

129.2

2 kind to
3 sorry for
4 annoyed with
5 annoyed about
6 impressed with / impressed by
7 bored with (*or* bored by)
8 astonished at / astonished by

129.3

2 of
3 to ... to
4 of
5 of
6 with
7 to
8 with
9 at/by
10 with
11 about
12 about
13 sorry about *or* sorry for ... angry with
14 furious with us for making
15 about
16 about
17 at/by
18 with/by
19 about
20 about
21 for

UNIT 130

130.1

2 of furniture
3 on sport
4 of time
5 at tennis
6 to a Russian (man)
7 of Robert
8 from yours / to yours

130.2

2 similar to
3 afraid of
4 interested in
5 responsible for
6 proud of
7 different from / different to

130.3

2 for	8 on	14 of
3 of	9 of	15 of
4 of	10 with	16 of
5 in	11 of	17 to
6 to	12 of	18 on
7 of ... of	13 in	

130.4

Example answers:
2 I'm hopeless at telling jokes.
3 I'm not very good at mathematics.
4 I'm quite good at remembering names.

UNIT 131

131.1

3 glanced at
4 invited to
5 listen to
6 throw stones at
7 throw it to
8 speaking to
9 wrote to
10 point them at

131.2

2 at	5 to	8 to
3 at	6 to	9 at
4 to	7 at	10 at

131.3

3 Can you explain this question to me?
4 Can you explain the system to me?
5 Can you explain to me how this machine works?
6 Can you explain to me what your problem is?

131.4

3 to	6 to	9 to
4 –	7 –	10 –
5 to	8 to	

UNIT 132

132.1

2 for	9 –
3 for	10 for
4 to	11 for
5 for	12 about
6 about	13 for
7	14 for
8 about	

132.2

2 waiting for
3 talk about
4 asked the waiter for the bill
5 applied for
6 do something about it
7 looks after *or* has looked after
8 left Boston for Paris

132.3

2 for	6 of
3 about	7 about
4 of	8 –
5 for	

132.4

2 looking for
3 looked after
4 looking for
5 look for
6 looks after

UNIT 133

133.1

2 about
3 complained to us about the noise
4 of
5 of
6 about ... about .. about ... about
7 of
8 about
9 of *or* about

133.2

2 complaining about
3 think about
4 warn you about
5 heard of
6 dream of
7 reminded me about
8 remind you of

133.3

2 hear about	5 hear from
3 heard from	6 hear about
4 heard of	7 heard of

133.4

2 think about
3 thinks about / thinks of
4 think of
5 think of
6 thinking of / thinking about
7 think of
8 thinking about / thinking of
9 thought about
10 think much of

UNIT 134

134.1

2 for the misunderstanding (which was my fault).
3 on winning the tournament.
4 from his enemies. / against his enemies.
5 of 11 players.
6 on bread and eggs.
8 for everything.
9 for the economic crisis?
10 violent crime on television.
11 is to blame for the economic crisis?
12 television is to blame for the increase in violent crime.

134.2

2 paid for
3 accused of
4 depends on
5 live on
6 congratulated him on
7 apologise to

134.3
2 from
3 on
4 of
5 for
6 for
7 –
8 on
9 on
10 on *or* –
11 from *or* against
12 of

UNIT 135

135.1
2 small towns to big cities.
3 with all the information I needed.
4 £60 on a pair of shoes.

135.2
2 happened to
3 drove into
4 divided into
5 believe in
6 fill it with
7 Concentrate on
8 succeeded in

135.3
2 to
3 on
4 in
5 to
6 in
7 with
8 into
9 in
10 on
11 into
12 to
13 into
14 on
15 from one language into another
16 happened to . . spend it on
17 into
18 with

135.4
Example answers:
2 on books.
3 into a wall.
4 to volleyball.
5 into many languages.

UNIT 136

136.1
2 turn up
3 moving in
4 closed down
5 dropped out
6 show off
7 dozed off
8 clears up

136.2
2 back at
3 out of
4 on with
5 up at
6 forward to
7 away with

136.3
2 cross it out
3 made it up
4 give them back
5 see her off
6 gave them away
7 show you round
8 turned it down

136.4
3 them up
4 the television off *or* off the television
5 him down
6 a jacket on *or* on a jacket
7 your cigarette out *or* out your cigarette
8 it out
9 a word up *or* up a word
10 it up

KEY TO ADDITIONAL EXERCISES

1

3 'm getting / am getting
4 do you do
5 was the car doing
6 phones ... didn't phone
7 were thinking ... decided
8 's happening / is happening
9 doesn't rain
10 rang ... were having
11 went ... was studying ... didn't want . . didn't stay
12 told ... didn't believe thought ... was joking

2

2 didn't go
3 is wearing
4 has grown
5 haven't decided
6 is being
7 wasn't reading
8 didn't have
9 is beginning
10 found
11 wasn't
12 you've been
13 I've been doing
14 did she go
15 I've been playing
16 do you come
17 since I saw her
18 for 20 years

3

3 are you going
4 Do you watch
5 have you lived / have you been living / have you been
6 Did you have
7 Have you seen
8 was she wearing
9 Have you been waiting / Have you been here
10 does it take
11 Have you finished
12 Have you (ever) been

4

2 have known each other / have been friends
3 I've ever had / I've ever been on / I've had for ages *(etc.)*
4 He went / He went home / He went out / He left
5 I've worn it
6 I was playing
7 been swimming for / had a swim for
8 since I've been / since I (last) went
9 did you buy / did you get

5

1 got . was already waiting ... had arrived
2 was lying ... wasn't watching ... had fallen ... was snoring ... turned ... woke
3 had just gone ... was reading ... heard ... got ... didn't see ... went
4 missed ... was standing ... realised ... had left ... had .. got
5 met ... was walking ... had been ... had been playing ... were going ... invited ... had arranged ... didn't have

6

2 Somebody has taken it.
3 They had only known each other (for) a few weeks.
4 It has been raining all day. / It has rained all day.
5 I had been dreaming.
6 I'd had (= I had had) a big breakfast.
7 They've been going there for years.
8 I've had it since I got up.
9 He has been training very hard for it.

7

1 I haven't seen
2 You look / You're looking
3 are you going
4 are you meeting
5 I'm going
6 Do you often go
7 are you going
8 I'm meeting
9 has been
10 I've been waiting
11 has just started
12 is she getting
13 Does she like
14 she thinks
15 Are you working
16 spoke
17 you were working
18 went
19 I started / I had started
20 I lost
21 you haven't had
22 I've had
23 have you seen
24 has he been
25 I saw
26 he went
27 He had been
28 he decided / he'd decided
29 He was really looking forward
30 is he doing
31 I haven't heard
32 he left

8

1 invented
2 it's gone / it has gone
3 had gone
4 did you do ... Did you go
5 have you had
6 it was raining
7 She has been teaching
8 I bought ... I haven't worn
9 I saw . was ... I'd seen / I had seen .. I remembered ... it was
10 Have you heard ... She was ... died ... She wrote ... Have you read
11 does this word mean ... I've never seen
12 Did you arrive ... it had already begun
13 knocked ... was ... he'd gone / he had gone ... he didn't want
14 She'd never used / She had never used she didn't know
15 went ... She needed ... she'd been sitting / she had been sitting

9

3 used to drive
4 was driving
5 were studying
6 used to have
7 was having
8 was playing
9 used to play
10 was wearing

10

2 I'm going to the dentist.
3 we're going to hire a car.
4 I'll look after the children.
5 I'm having lunch with Sue.
6 are you going to have?
7 I'll turn on the light.
8 I'm going to turn on the light

11

2 I'll come
3 shall we meet
4 begins
5 I'll meet
6 I'm seeing
7 Shall I ask
8 I'll see
9 are going
10 does the film begin
11 Are you meeting
12 I'll be

12

1 (2 are you going to do
(3) it starts
(4 you'll enjoy
(5) it will be / it's going to be
2 (1) you're going
(2) We're going
(3) you have / you'll have
(4 I'll send
(5) I'll get
(6) I get
3 (1 I'm having / I'm going to have
(2 are coming
(3, they'll have gone
(4) they're
(5 I won't be able
(6) you know
(7) I'll phone
4 (1) shall we meet
(2 I'll be waiting
(3 you arrive
,4 I'll be sitting
5 I'll be wearing
6, Is Agent 307 coming *or* Is Agent 307 going to come *or* Will Agent 307 be coming
7) Shall I bring
8, I'll explain
9 I see
(10, I'll try

13

1 I'll have
2 Are you going
3 shall I phone
4 It's going to land
5 it is
6 I'll miss / I'm going to miss ... you go / you've gone
7 Shall I give ... I give . will you write
8 does it end
9 I'm going ... is getting
10 I'll tell I'm ... I won't be
11 I'm going to have / I'm having
12 she apologises
13 we'll be living
14 you finish

14

3 could rain / might rain
4 might have gone / could have gone
5 couldn't go
6 couldn't have seen / can't have seen
7 should get
8 wouldn't recognise / might not recognise
9 must have heard
10 should have turned

15

3 He must have forgotten.
4 You needn't have gone home so early.
5 It can't be changed now.
6 She may be watching television.
7 She must have been waiting for somebody.
8 he couldn't have done it.
9 You ought to have been here earlier.
10 I would have helped you.
11 You should have been warned
12 He might not have been feeling very well. / He might not have felt very well.

16

4 rings
5 were
6 is
7 was/were
8 had been
9 had
10 hadn't had
11 had driven / had been driving
12 didn't read

17

2 came (to see us now).
3 wouldn't have disturbed you.
4 If you hadn't provoked the dog, it wouldn't have attacked you
5 They would be upset if I told them what happened. / ...what had happened
6 I wouldn't have got (so) wet if I'd had an umbrella.
7 If he hadn't been so) nervous, he wouldn't have failed.

18

Example answers:
1 I wasn't feeling so tired.
2 I hadn't had so much to do
3 I would have forgotten Jane's birthday.
4 you hadn't taken so long to get ready.
5 I would have gone to the concert.
6 you were in trouble?
7 there was no traffic.
8 people would go out more.

19

3 I knew
4 I'd taken / I had taken
5 Ann were / Ann was
6 they'd hurry up / they would hurry up
7 we didn't have
8 we'd had / we had had
9 it wasn't / it weren't
10 I could
11 I hadn't said
12 you'd slow down / you would slow down
13 we hadn't gone
14 you wouldn't go / you didn't go

20

3 was cancelled
4 has been repaired
5 is being restored
6 is believed
7 would be sacked
8 might have been thrown
9 was taught
10 being arrested
11 Have you ever been arrested
12 are reported . have been injured

21

3 have sold
4 has been sold
5 are made
6 might be stolen
7 must have been stolen
8 must have taken
9 can be solved
10 should have left
11 is delayed
12 is being built ... is expected

22

Castle fire
2 was discovered
3 was injured
4 be rescued
5 are believed to have been destroyed
6 is not known

Shop robbery
1 was forced
2 being threatened
3 had been stolen
4 was later found
5 had been abandoned
6 has been arrested
7 is still being questioned

Road delays
1 is being resurfaced
2 are asked / are being asked / have been asked
3 is expected
4 will be closed
5 will be diverted

Accident
1 was taken
2 was allowed
3 was blocked
4 be diverted
5 have been killed

23

3 changing
4 to change
5 change
6 being
7 saying
8 to phone
9 drinking
10 to be
11 to see
12 to be
13 to think ... making
14 to be ... playing
15 being stopped ... stealing ... driving
16 work ... pressing

24

3 I don't fancy going out.
4 He tends to forget things.
5 Would you mind helping me?
6 Everybody seems to have gone out.
7 We're thinking of moving.
8 I was afraid to touch it.
9 He is afraid of being robbed.
10 It's not worth seeing.
11 I'm not used to walking so far.
12 She seems to be enjoying herself.
13 He insisted on showing them to me.
14 I'd rather somebody else did it.

25

3 reading newspapers.
4 not go out tonight / stay at home tonight.
5 walking *or* in walking.
6 me to phone you this evening?
7 anybody seeing me / being seen.
8 of being a cheat / of cheating.
9 to seeing them again.
10 to do?
11 to have gone out with you.
12 not taking your advice / not having taken your advice / that I didn't take your advice.

26

2 Tennis .. twice a week ... a very good player
3 for dinner ... after work ... to the cinema
4 Unemployment ... for people ... find work
5 an accident ... going home ... taken to hospital ... I think most accidents ... by people driving
6 an economist ... in the investment department ... of Lloyds Bank ... for an American bank .. in the United States
7 the name of the hotel ... The Imperial ... in Queen Street in the city centre . near the station
8 The older one ... a pilot with British Airways ... The younger one ... at school ... he leaves school ... go to university ... study law

27

2 If
3 when
4 if
5 when
6 if
7 if
8 unless
9 if
10 as long as
11 in case
12 in case
13 if
14 even if
15 Although
16 although
17 When
18 when

28

2 on
3 at 9.30 on Tuesday
4 at
5 on
6 at
7 In
8 at
9 during / in
10 on Friday ... since then
11 for
12 at
13 at the moment .. until Friday
14 by

29

1 in
2 by
3 at
4 on
5 on your cheek ... in the mirror
6 to a party at Linda's house
7 on
8 on
9 to ... to
10 in Vienna .. at the age of 35
11 in this photograph ... on the left
12 to the theatre ... in the front row
13 on the wall by the door
14 at
15 on
16 in a tower block ... on the fifteenth floor
17 on
18 pay in cash *or* pay cash .. by credit card
19 On the bus ... by car
20 on ... on

30

1 for
2 at
3 to
4 to
5 in
6 with
7 of
8 to
9 of
10 at/by
11 of
12 about

31

1 of
2 after
3 - (*no preposition*)
4 about
5 to
6 – (*no preposition*)
7 into
8 of
9 to
10 on
11 of
12 of
13 at
14 on

KEY TO STUDY GUIDE (see page 301)

Note that sometimes more than one alternative is correct.

Present and past

1.1 A
1.2 B
1.3 C
1.4 B, C
1.5 C
1.6 A

Present perfect and past

2.1 B
2.2 C
2.3 A
2.4 C
2.5 A
2.6 B
2.7 A
2.8 D
2.9 A
2.10 A
2.11 A
2.12 C
2.13 B
2.14 C

Future

3.1 A
3.2 C
3.3 A, C
3.4 B
3.5 C
3.6 A

Modals

4.1 A, B
4.2 A, C
4.3 C
4.4 B
4.5 A, B, D
4.6 B
4.7 A, C
4.8 B, C
4.9 A, B
4.10 A
4.11 D

Conditionals and 'wish'

5.1 B
5.2 D
5.3 D
5.4 B

Passive

6.1 C
6.2 B
6.3 A
6.4 C
6.5 D

Reported speech

7.1 B
7.2 A

Questions and auxiliary verbs

8.1 C
8.2 A
8.3 D
8.4 A
8.5 B

-ing and the infinitive

9.1 A
9.2 B, D
9.3 B
9.4 A
9.5 A
9.6 C
9.7 D
9.8 C
9.9 C
9.10 B
9.11 C
9.12 D
9.13 B
9.14 A, B
9.15 A
9.16 A
9.17 B, C

Articles and nouns

10.1 B
10.2 B, C
10.3 B
10.4 C
10.5 A
10.6 A
10.7 A
10.8 C
10.9 C
10.10 A, C
10.11 A
10.12 C
10.13 B

Pronouns and determiners

11.1 B
11.2 A
11.3 B
11.4 B
11.5 B
11.6 C
11.7 A, C
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11.10 A, C
11.11 B

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12.1 A, C
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12.4 B
12.5 D
12.6 B

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13.6 B
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13.9 C
13.10 B, C
13.11 D
13.12 A, B
13.13 B
13.14 D
13.15 B

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14.2 C
14.3 B, C
14.4 A
14.5 B
14.6 C, D
14.7 B, C
14.8 A

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15.2 A
15.3 C
15.4 B
15.5 A
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15.7 B
15.8 B
15.9 C
15.10 C
15.11 C
15.12 A
15.13 C
15.14 B
15.15 D
15.16 D
15.17 A
15.18 B

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